Escenic Content Studio

User Guide

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1 Introduction

Escenic Content Studio is the content creation, editing and management application of the Escenic content management system. It is the system's "front end", the most visible part of the system, and is intended to be used on a daily basis by the writers and editors responsible for the content of an Escenic-managed web site.

If you are reading this manual then you are probably an author, journalist or editor who will be using Content Studio for one or more of the following tasks:

- Writing web content
- Editing web content
- Publishing web content (that is, making content actually visible on your web site)

Vizrt has tried hard to make Content Studio as easy to use as possible, with a modern, tabbed user interface, widespread use of drag-and-drop and lots of keyboard shortcuts for experienced users. Nevertheless, it is probably not a good idea to just start using it without knowing something about the underlying system Content Studio depends on: the Escenic Content Engine. If you spend half an hour now reading this chapter, you should find Content Studio a lot easier to understand.

1.1 The Escenic Content Engine

The Escenic Content Engine is a system for managing and maintaining large web sites such as newspaper web sites. The Escenic name for such a web site is **publication**. When you see the word "publication" in this manual, it means "web site managed by the Escenic Content Engine".

All access to the content of an Escenic publication is managed by the Escenic Content Engine, which does not run on your computer, but on a server in the network. Most of the content is stored by the Content Engine in a database system, which also runs on a server in the network. This means that:

- You cannot use Content Studio unless your computer is connected to the network.
- When you work with Content Studio, nothing important is stored on your computer.

1.2 The Escenic Publication Model

The Content Engine has its own idea of how a web site or publication is structured, called the **publication model**. All Escenic publications are based on this publication model and therefore have the same basic structure, which is reflected in Content Studio.

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An Escenic publication is made up of **content** and **sections**. Content is the actual information that makes up your publication: news articles, images, multimedia objects (audio and video files) and so on. The individual articles, images and so on are collectively referred to as **content items**. Sections are the subdivisions of the publication in which the articles appear and correspond approximately to the sections of a print newspaper or magazine. The menu system displayed in an Escenic publication is usually based directly on the publication's section structure.

A publication must have one top section that corresponds to the whole publication, and each section may contain 0 or more subsections. The sections therefore form a tree structure like the folders in a computer file system.

A content item can belong to one and only one section, which is called its **home section**. However, a content item may **appear** in many sections. A news article concerning a football transfer, for example, might **belong** to the sports section of a newspaper, but **appear** in both the sports and business sections. A content item's home section determines its published appearance: this article will look like a sports article even for users who arrive from the newspaper's business section. The home section also determines part of the content item's URL, so if you change a content item's home section then its URL will also change.

A section has one or more **section pages** which contain links to some of the content items in the section. One of these section pages is the section's **active page**, and is displayed whenever a reader of the publication clicks on a link to the section. The active page is, in other words, a kind of "front page" for the section. Although a section may have many section pages, only one of them can be active at any particular time. This enables editors to have alternative section pages ready for activation and switch between them instantaneously. It can be a useful means of preparing for alternative outcomes to upcoming events such as elections and sporting competitions.

The links on a section page are called **teasers**. A teaser is a summary, and usually rather more than a link. A typical teaser might consist of an article headline, some summary text describing the content of the article, a thumbnail image and a "read more.." link. A publication will normally have a number of different teaser types ("large", "medium" and "small", for example).

The teasers are laid out on a section page in a **grid layout**. A grid layout is a set rectangular **areas**, each of which has a predefined location and size and can contain a predefined number of teasers. The areas in a grid layout have names which usually describe their location on the page or their intended content ("top stories", "left" "center" and "right", for example).

Teasers can be organized in **groups**. Teaser groups can then be placed in areas in the same way as single teasers.

Content items can be interrelated in various ways. An image or video clip, for example, can be made to appear in a news article by **relating** it to the article. Lists of "related article" links can be generated in the same way.

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1.2.1 Your Publication

Escenic publications can be very different from one another, in order to meet the particular requirements of different publishers, audiences and subject matter. Each publication has its own particular structure and types of content that have been defined by the publisher's designers and programmers, often with assistance from Escenic consultants. The following things are publication-specific:

sections
Each publication has its own section structure.

content types
A content item is composed of **fields**, and different content item types have different fields. A news article content item, for example, might consist of the fields "headline", "teaser-text" and "body" (the main story), while a "review" content item might have the fields "headline", "body", "subject" "verdict" and "rating". Each publication defines its own article types along with rules specifying the sections in which they can be used.

relation types
All relations between content items have a type which determines the purpose of the relation. An image that is linked to a news article using a "thumbnail" relation, for example, might be displayed as a thumbnail image in summaries for the article, while an image that is linked using a "top" relation might be displayed at the top of the article itself. Each publication defines its own relation types and their meaning (i.e, what they are used for).

layout types
Grid layout types determine the possible content of section pages - how many areas the page contains, how many summaries of what type each group can contain and so on. Each publication defines its grid layout types and also defines which grid layout types can be used in each section.

summary types
A summary type defines the content item fields from which a content summary is composed. Summaries are used for teasers, relations, in lists, search results etc.

Because all publications are different, so are many aspects of Content Studio. The examples and screenshots you see in this manual will often not exactly match what you see on your screen, because they are based on Vizrt's internal test and demo publications, not your publication.

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1.3 Content And Layout

If you have previously mostly worked with a print document editor such as Microsoft Word or even an HTML editor like FrontPage or Dreamweaver, then one of the first things you will notice when you start Content Studio is that there is no **Format** menu. Content Studio is a pure content editor. It allows you to create, modify and publish content, but provides almost no direct control over the final appearance of the content.

This is a deliberate choice, based on the belief that the layout of web pages is the responsibility of web designers, not writers. For the same reason, Content Studio provides you with a very simple editing environment in which you can concentrate on content, and is definitely not a "What You See Is What You Get" (WYSIWYG) editor. A preview function lets you see the article as it will appear when published, but you cannot write in this view (previews are in fact displayed in your browser). The preview function can sometimes be useful to get an impression of what your finished article will look like. You might, for example, want to know whether a heading you have written is "too long" or not. It's worth remembering, though, that the web is not like a printed newspaper or magazine and you cannot guarantee what your readers will actually see. Someone using a different browser, a computer with a smaller screen or a mobile phone will not see what you see.

Your publication designers may grant you some indirect control over certain aspects of the final layout. You might, for example, be able to choose the summary type used to display a particular article on a section page. In other cases, however, the publication may not allow such choices. You may also have some control over minor aspects of layout when editing articles: you will probably have options for highlighting text (bold/italic/underline) and creating lists of various types. You may also be able to insert headings within your articles. Exactly what those headings will look like on the published web pages, however, is outside your control.

1.4 Web Publication Characteristics

A web site, unlike a print publication, does not have a fixed number of pages, and disk storage is so cheap that there is no practical limit to content. An Escenic publication, like most large, active web sites will therefore usually have far more content than is immediately visible, like an iceberg that is mostly hidden below the surface of the water. If you are used to web publishing then this is probably obvious; if you come from a print publishing background then it may not be. It is useful to keep this aspect of web publishing in mind when learning to use Content Studio.

Nothing you add to the publication using Content Studio is ever deleted. Content Studio has a kind of delete function, but all it does is mark a content item as deleted, so that it will no longer be returned by searches. It is still there, and can be restored at any time. Normally, however, articles are not deleted, with the result that the publication grows in size year by year. In this sense, a web publication is like a print publication **plus its archives**. What

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readers see on the section pages of the publication corresponds approximately to the "current issue" of a paper publication, but all the articles they can't see there are still accessible in a variety of ways:

- Through links to related articles
- Through the publication's search function
- Through external search engines such as Google

When you work with the section pages in Content Studio, all you are doing is determining how much exposure various articles will get. If you remove an article summary from a section page, you haven't deleted the article from the publication, just made it harder for readers to find.

The other aspect of this is that **you** have access to the whole publication when working in Content Studio. When writing an article on a particular subject you can use Content Studio's search function to find all previous articles on the same subject and make use of them: read them as background, copy text from them or include links to them in your article.

1.5 Workflow, Permissions and Locking

The maintenance of a large, dynamic website is a collective endeavor involving many people with different skills and responsibilities. Therefore most web site publishers have internal routines and procedures that formalize this division of labor. The Escenic Content Engine can be configured to reflect the varying internal procedures used by different website publishers.

In order to use Content Studio to work on a publication, you must have been registered as a user by the publication's administrator and given a login user name and password. When the administrator registers you as a user, he will assign you to **group** which has an associated set of rights. You might, for example, be assigned to the group "Sports Journalist", which gives you the right to do lots of things in the sports section of the publication, but rather more limited access elsewhere.

Permissions

The Content Engine's permissions system is very flexible, and is configured in very different ways by different publishers, with completely different roles and permissions that reflect their internal organization and corporate culture. However, as a Content Studio user you will most probably have been assigned to a group that is not allowed to do everything. That means that some of the contents of this manual may not apply to you.

It is probably a good idea to find out what permissions you have **before** you read any further or start using Content Studio, so that you don't waste time learning about things that are not relevant for you, or wondering why a particular function always seems to be disabled.

Locking

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When many people work together on a publication, conflicts where two or more people need to work on the same content at the same time will inevitably arise. The Content Engine resolves such conflicts by means of a locking system, whereby the first person to start modifying some content "locks" it so that other people cannot modify it until they have finished. These locks are not applied to whole content items, but to the individual fields of which a content item is composed. This means, for example, that it is possible for an editor to add images to a news article while a journalist is still working on the article's body text. Section pages are also locked in the same way. In this case, a change to any part of a section page locks the whole page.

1.6 System Requirements

In order to run Content Studio you need a Windows-compatible PC or Apple Mac with the hardware and software listed in the following sections.

1.6.1 Hardware

Content Studio requires the following minimum hardware configuration:

- 1024*768 display resolution (higher recommended)
- 1GB RAM (2GB recommended)
- 1.6GHz single-core processor (2GHz recommended)

1.6.2 Software

Content Studio is supported for use on computers running the following operating systems/Java run-time environments:

- Microsoft Windows XP with Sun Java 6
- Microsoft Windows Vista with Sun Java 6
- Microsoft Windows 7 with Sun Java 6
- Mac OS X 10.5 (Leopard) with Apple Java 6
- Mac OS X 10.6 (Snow Leopard) with Apple Java 6

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2 Using Content Studio

Content Studio is a **Java WebStart** application. That means you do not need to install it on your computer in the usual way - you just visit a web site with your browser and click on a link there. Clicking on the link downloads and installs the application to your computer, starts the application and leaves behind an icon on your desktop which you can use to start the application in future. You will notice that subsequently the application starts more quickly because it is already downloaded.

Occasionally a new version of the application may be installed on your company's servers. The new version will then be automatically downloaded to your computer the next time you start the application.

In order to start using Content Studio you need the following items from your publication/system administrator:

- The URL of the web page containing the WebStart link for Content Studio.
- A user name and password for the publication you are going to work on.

Content Studio will often let you do the same thing in many different ways: selecting menu options, pressing keyboard shortcuts, clicking on buttons or "dragging and dropping". This User Guide does not attempt to describe every possible method. The menu option method is usually described for most operations. The keyboard alternatives for all menu options are displayed on the menu items themselves, so you can quickly find out how to perform the operation using the keyboard.

Many operations can be carried out by dragging and dropping, and this method is often described in the User Guide. The best way to find out **all** the things you can do in this way, however, is trial and error.

Buttons that have icons rather than text labels can sometimes be ambiguous, so they are described here. However, it's often enough to hold your mouse pointer over the button for a few seconds: a short text describing the button's purpose is then displayed.

2.1 Starting and Ending Work Sessions

2.1.1 Starting

To start a Content Studio session:

1. If you are starting Content Studio for the first time, start your browser and navigate to the URL given to you by your publication/system administrator and click on the Content Studio link or button you see there.

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If you have already used it before, click on the Content Studio icon on your desktop.

You might see a warning, asking if you want to trust Escenic AS and run Escenic Content Studio. The easiest way to get rid of this warning, is to check "Always trust content from this publisher" and press "Run". If you have additional plug-ins installed, you might have to accept each plug-in individually.

Warning - Security
The application's digital signature cannot be verified.
Do you want to run the application?
Name: Escenic Content Studio
Publisher: Escenic AS
From: http://nightly.dev.escenic.com:80
Always trust content from this publisher.
Run
Cancel
Part of the application is missing a digital signature. Only run if you trust the origin of the application.
More Information...

2. Type your user name and password and press **`Enter`**.

2.1.2 Ending

To end a Content Studio session, select **File** > **Exit**.

Content Studio remembers what you were doing between work sessions. The next time you start the application, all the items that were open when you finished will still be there, the same tabs will be visible and so on.

2.2 The Application Window

The Content Studio window is divided into the following main areas:

- The **menu bar** at the top of the window.
- A **navigation area** on the left, containing three panels, **Search**, **Sections**, and **Clipboard**.
- A **work area** on the right that is empty the first time you start Content Studio, but will be used to display the content items and sections you open.
- The **research panel area** at the bottom of the window. This research panel area is hidden by default. You can display it by selecting **View** > **5 Show research panels** or by clicking on the expand button at the center-bottom of the window.

2.2.1 The Menu Bar

The menu bar contains five menus: **File**, **Edit**, **View**, **Tools** and **Help**.

2.2.1.1 The File Menu

The **File** menu contains the following options:

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New <default-content-type>
Creates a new item of the default type. This option is only present if a default content type has been defined for this publication, so you may not see it.

New
Creates a new item. A sub menu is displayed from which you can select the type of item you want to create.

Upload local file(s)...
Uploads one or more files from your computer to the Content Engine on the server. An **Open File** dialog is displayed, which you can use to find the file you want to upload.

Open selected
Opens the currently selected item in an appropriate editor.

Close editor
Closes the active editor.

You can access a number of other "close" functions (**Close others**, **Close all** and **Close unmodified**) by right-clicking on the tab of the active editor.

Save
Saves any changes you have made in the active editor.

Duplicate as <content-type>
Copies the content in the active editor, and opens it in a new editor. The duplicated content item is assigned the content type specified in the menu option.

Duplicate as
Copies the content in the active editor, and opens it in a new editor. A sub menu is displayed from which you can select the content type of the duplicated item.

Delete
Deletes the currently selected item.

Rename
Lets you rename the currently selected item.

Refresh
Refreshes the contents of the Content Studio window. It may occasionally be necessary to use this to ensure that you are viewing the most recent version of an article rather than a locally-cached copy.

Log out
Logs you out from the Content Engine without stopping Content Studio, and displays the login window so that you can log in again. This function is useful if you have more than one login and switch between them

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frequently, as it is much faster than stopping and restarting Content Engine.

Log out and exit
Logs you out and terminates Content Studio. The next time you start Content Studio you will be asked for a user name and password, even if you checked **Log me in automatically on this machine** in the login window.

Exit
Terminates Content Studio.

2.2.1.2 The Edit Menu

The **Edit** menu contains the following options:

Undo
Reverses the last change you made.

Redo
Redoes a change you just reversed with **Undo**.

Cut
Cuts the selected item and stores it ready for pasting. This could be some selected text in an editor, but it could also be a whole content item.

Copy
Copies the selected item ready for pasting. This could be some selected text in an editor, but it could also be a whole content item.

Paste
Pastes a previously cut or copied item to the currently selected location. This option is only enabled if:

- The system clipboard contains something to paste.
- The system clipboard contents are suitable for pasting into the currently selected location.

Paste HTML
Pastes some previously cut or copied HTML code to the currently selected location. The main purpose of this option is to simplify the insertion of things such as YouTube clips. Sites such as YouTube often provide an **Embed** function that allows you to embed a video clip in your site. The function simply displays some HTML code that you copy and paste into your page at the required location. This **Paste HTML** function allows you to paste such code into an article you are editing without first switching to the "edit source" view (see **section 5.5**).

Clear formatting
Removes all formatting from the currently selected text. This option is only enabled when the cursor is in a rich text field in a content editor.

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Remove/Delete selected item
Removes or deletes the selected item. The text of this menu item varies according to the item selected. **Delete selected item** means that the selected item will be completely deleted. **Remove** means that the selected item will only be removed from the current context: it will still be present in the publication.

2.2.1.3 The View Menu

The **View** menu contains the following options:

Reload
Reloads all content. It may occasionally be necessary to use this function to correct display errors.

1 Search
Displays/hides the **Search** panel in the navigation area. See **section 2.2.3.1** for further information.

2 Sections
Displays/hides the **Sections** panel in the navigation area. See **section 2.2.3.2** for further information.

3 Clipboard
Displays/hides the **Clipboard** panel in the navigation area. See **section 2.2.3.4** for further information.

5 Show research panels
Displays/hides the research panel area at the bottom of the screen. See **section 2.2.5** for further information.

6 Show relations
Displays/hides the related content area in content editors. See **section 5.2.1** for further information.

Show fields
Displays/hides some fields in content editors. Some types of content items may contain hidden fields that are not displayed by default. If this is the case for the current content item, then this option's sub-menu contains an option for each hidden field. You can display/hide the hidden fields by selecting these options. This option is only enabled when the current editor is a content editor.

Resize section editor
Reduces the width of the section content area in a section page editor to 50% of the available width, leaving the other 50% for displaying teaser content.

Hide all panels/Restore panels
Displays/Hides both the navigation panels on the left of the window and the research panel area at the bottom of the window.

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Configure research panels...
Displays the **Configure research panels** dialog. See **section 2.2.5.1** for further information.

View keyboard shortcuts...
Displays a dialog containing a list of all keyboard shortcuts.

2.2.1.4 The Tools Menu

The **Tools** menu contains the following options:

Manage tags
Displays the **Manage Tags** dialog. See **section 2.2.2** for further information. If you do not have sufficient privileges to add and remove tags, then this option is disabled.

Change layout
Displays the **Change layout** dialog, which lets you switch between different section page layouts. See **section 4.2.2.1** for further information. This option is only enabled when the current editor is a section page editor.

Enable spell checking
Enables/disables spell checking.

Spell checker language
Displays a sub-menu from which you can select the required language.

2.2.1.5 The Help Menu

The **Help** menu contains the following options:

Help
Displays help on using Content Studio.

Visit Vizrt Online
Opens the Vizrt web site in a browser window.

About
Displays version, copyright and legal information about Content Studio.

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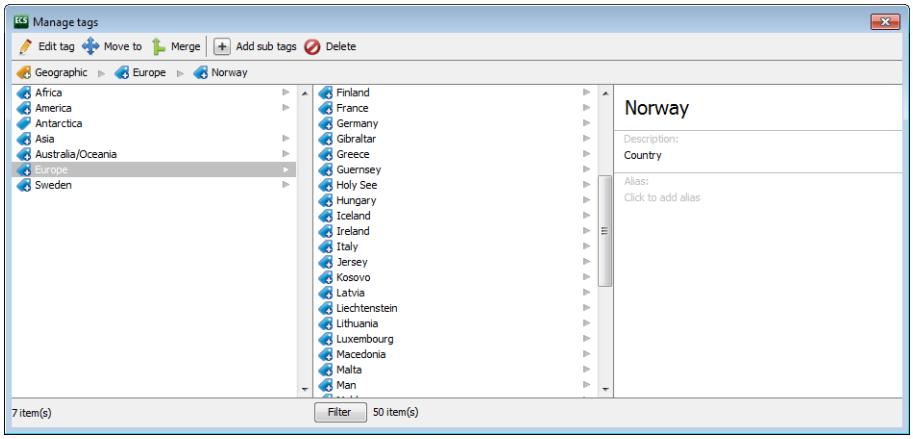
2.2.2 The Manage Tags Dialog

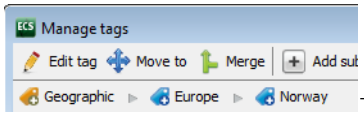
You can use the **Manage Tags** dialog to create and delete tags, and to edit tag descriptions.



The dialog contains three panes, left center and right. Initially, all the tag collections at your installation are listed on the left side of the dialog. When you select one of these collections, all its top level tags are displayed in the center pane. The right pane contains the name of the currently selected tag collection, plus a **Description** and an **Alias** field. Above the panes are a toolbar and a "breadcrumbs" bar.

If you click on a tag in the center pane, then it is moved to the left pane, and all its child tags are displayed in the center pane. The name and description of the currently selected tag is displayed in the right hand pane along with any **aliases** that the tag may have. An alias is an alternative name for a tag.

You can navigate down through the hierarchy in this way. You can navigate back up by clicking on one of the "breadcrumb" buttons displayed in the breadcrumbs bar:



If more than 20 tags is listed in either the left or center pane, then a **Filter** button is displayed below the pane. You can use this button to reduce the number of tags in the column. Just click on the button and start typing the first few characters of the tag you are interested in. This will reduce the number of tags in the column, making it easier to locate the tag.

To add or change the **Description** of a tag just click on the existing description (or where it says "Click to add description") and type the description you want.

To add an **Alias** to a tag, click where it says "Click to add alias", type the alias you want and press **`Enter`**. To remove an alias, click on the delete button to the right of its name. The purpose of adding aliases to a tag is to provide more user-friendly tag-based searching. If you add a "Leningrad" alias to a "St.

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Petersburg" tag, then users will be able to find articles that are tagged "St. Petersburg" by searching for either "St. Petersburg" or "Leningrad".

Above the breadcrumbs bar is a toolbar containing the following buttons:

Edit tag
Click on this button to change the name of the selected tag (or alternatively, just click on the tag name in the right hand pane). Type the new name and then press `Enter`.

Move to
Click on this button to move the selected tag to another location in the tag hierarchy. A menu is then displayed with two options: **Move to** and **Move to recent**. **Move to recent** has a sub-menu containing tags you have worked with recently. If you want to move the selected tag to be a child of one of these tags, then just select the required parent. If not, choose **Move to**. An **OK** and **Cancel** button are then displayed at the bottom of the **Manage tags** dialog. Find the parent tag you require, select it and then click on **OK**.

Merge
Click on this button to merge tags. See **section 2.2.2.1** for details.

Add sub tags
Click on this button to create a tag, then enter a name for the tag in the displayed dialog. The tag is created as a child of the currently selected tag or tag collection.

Delete
Click on this button to delete the currently selected tag. If the tag has child tags, then all of its child tags are also deleted. Any tags that are in use are removed from the content items where they are used.

To edit the description of a tag:

1. Click on the button to the right of the **Description** label in the right hand pane
2. Make the changes you require.
3. To save your changes, either:

   - Press `Enter` **or**
   - Click somewhere **outside** the **Description** field but **inside** the **Manage tags** dialog.

You cannot create or delete tag collections from this dialog. This can only be done from the `server-admin` web application, described in the **Escenic Content Engine Server Administration Guide**.

2.2.2.1 Merging Tags

You may want to merge tags if you find several tags in your hierarchy that you regard as having the same meaning. You might, for example, want to merge "St. Petersburg" and "Leningrad". You can merge any number of tags,

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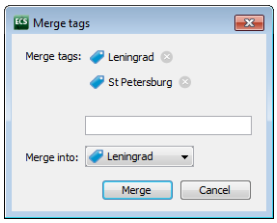
and when you do so, you have to choose which one of them they are are all to be merged into. The merged tags then become aliases of the survivor. If, for example, you chose to merge "Leningrad" into "St. Petersburg", then the "Leningrad" tag would disappear from your hierarchy but be added as an alias of "St. Petersburg".

All the children of the merged tags become children of the survivor. Any merged tags that are in use in content items are replaced by the tag into which they have been merged.

Tags cannot be merged if they contain any duplicate tag names in their subtrees.

To merge tags:

1. Select one or more of the tags you want to merge. (Hold down the **`Shift`** key to select multiple tags.)
2. Click on the **Merge** button. The **Merge tags** dialog is then displayed:



3. You can add further tags to the **Merge tags** list by typing in the text field and selecting tags from the options that are then displayed. You can remove tags from the list by clicking on the buttons next to the tag names.
4. When you are satisfied with the **Merge tags** list, choose a tag from the **Merge into** list. In the example described above, you would choose "St. Petersburg" so that "Leningrad" is removed from the tag hierarchy and becomes just an alias for "St Petersburg".
5. Click **Merge**.

2.2.3 The Navigation Area

The navigation area contains four panels you can use to find and keep track of the sections and articles you want to work with. You can switch between the panels by clicking on the vertical tabs lined up down the left side of the window.

2.2.3.1 Search Panel

You can use the **Search** panel to search the publication for content. It searches the entire publication database. At the very top of the panel is a

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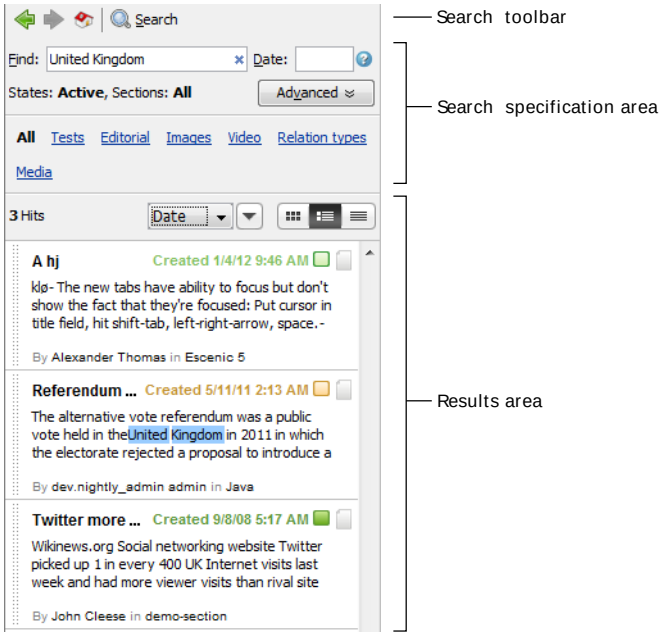
search tool bar. Below that is the **search specification area**, and below that the **results area** used for displaying search results.


Search
Find: United Kingdom
Date:
States: Active, Sections: All
Advanced
All Tests Editorial Images Video Relation types
Media
3 Hits
Date
A hj
Created 1/4/12 9:46 AM
klø- The new tabs have ability to focus but don't show the fact that they're focused: Put cursor in title field, hit shift-tab, left-right-arrow, space.-
By Alexander Thomas in Escenic 5
Referendum ...
Created 5/11/11 2:13 AM
The alternative vote referendum was a public vote held in theUnited Kingdom in 2011 in which the electorate rejected a proposal to introduce a
By dev.nightly_admin admin in Java
Twitter more ...
Created 9/8/08 5:17 AM
Wikinews.org Social networking website Twitter picked up 1 in every 400 UK Internet visits last week and had more viewer visits than rival site
By John Cleese in demo-section
Search toolbar
Search specification area
Results area

To search for articles:

1. Enter your search criteria in the search specification area.
2. Press **`Enter`** or click on the **Search** button in the tool bar.

Search Specification Area

Use the controls in the search specification area as follows:

Find

Enter words you think will appear in the content items you are interested in. The search function will list all content items that contain **all** of the words you enter. Entering **`Barack Obama`**, for example, will find all articles containing both "Barack" and "Obama" (even if the words do not appear together). It will not, however return articles that only contain "Barack" or only contain "Obama".

To search for the exact phrase "Barack Obama", enclose the words in quotation marks: that is, enter **`"Barack Obama"`**.

You can search for any words in any content items fields and/or properties: you can enter an author's name, for example, in order to search for content items created by a particular person, or if you know the ID of the content item you are looking for, you can enter that.

You can search for images, video clips and other multimedia objects by entering words or strings of characters that you think may appear in the **metadata** stored with the object: the name of the file, for example. Metadata is "data about data", and exactly what metadata is stored with the multimedia objects in your system depends on how the system

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has been set up. Typical items of metadata that might be stored with an image include the name of the image file, its resolution, the date on which it was taken, the name of the photographer, technical details such as the focus and aperture settings used, comments and so on.

You can use the * character as a wild card in your search terms.

Date

You can restrict your search to content published during a particular period by entering a date specification in this field.

A date specification consists of a **date**, a **duration** or a **date** followed by a **duration**. Content Studio accepts dates in a wide range of formats. A duration is a number preceded by a plus or minus sign: *–n* means a period of *n* days prior to a date and *+n* means a period of *n* days following a date. If you specify a duration on its own, then the date in question is today's date; otherwise the date you specify is used. If you specify both a date and a duration, then you must specify the date first and leave a space between the date and the duration.

Here are some example date specifications:

- `05` or `5` - the 5th of this month.
- `0510` or `510` - in Europe, October 5th this year; in the US, May 10th this year
- `05102007` - in Europe, October 5th 2007; in the US, May 10th 2007
- `-31` - today and the preceding 30 days
- `+7` - today and the following 6 days
- `-5h` - from 19:00 this evening until midnight
- `+5h` - from midnight last night until 05:00 this morning
- `0510 -31` - October 5th/May 10th this year and the preceding 30 days
- `0510 +7` - October 5th/May 10th this year and the following 6 days

You can include a variety of punctuation marks in dates: `05102007`, `05.10.2007`, `05/10/2007` and `05-10/2007` will all be accepted and interpreted as the same date.

If you leave the field empty, then the whole publication history is searched.

Advanced

Displays further controls that you can use to "fine tune" your search:

States

You can use this field to restrict your search to content items that are in a particular state: only **published** documents, for example. Select the state you are interested in. Hold down the `Ctrl` key and click again to deselect it.

Sections

You can use this field to restrict your search to content items that appear in a particular section of the publication. Select the section

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you are interested in. Hold down the `Ctrl` key and click again to deselect it.

Search in all dates
If you have specified something in the **Date** field, then usually only articles **published** in the specified period will be returned. If you check this option, however, then **all** dates stored with an article are used, and you will also get articles that changed in other ways during the specified period (articles that were created, activated, expired or last modified during the period, for example).

At the bottom of the search specification area are the following buttons: you can use them to limit the types of content items returned by the search:

All
The search will return all kinds of content items.

Articles
The search will return content items with mainly textual content.

Images
The search will return content items containing images.

Video
The search will return content items containing video clips.

Attachments
The search will return content items containing multimedia attachments such as video, sound, documents (PDFs, for example).

Other
The search will return content items with content that does not fall into any of the other categories (personal profiles, for example).

Results Area

The results of your search are listed in this area. If many articles are found, you can use the scroll bar on the right of the list to view the whole list. If more than 1000 articles are found, only the first 1000 are listed: the approximate number found is displayed at the bottom of the list.

You can change the layout of the results list by clicking on the layout buttons ( ) above the list. You can also sort the results in different ways using the sort controls above the list. The "sort by" picker ( ) lets you choose which criterion to sort the results by, and the sort order button ( ) lets you switch between ascending and descending sort order.

Tool Bar

The Search tool bar contains the following tools:

Show previous search.

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Show next search.

Reset all search specifications to their default values, and execute a new search.

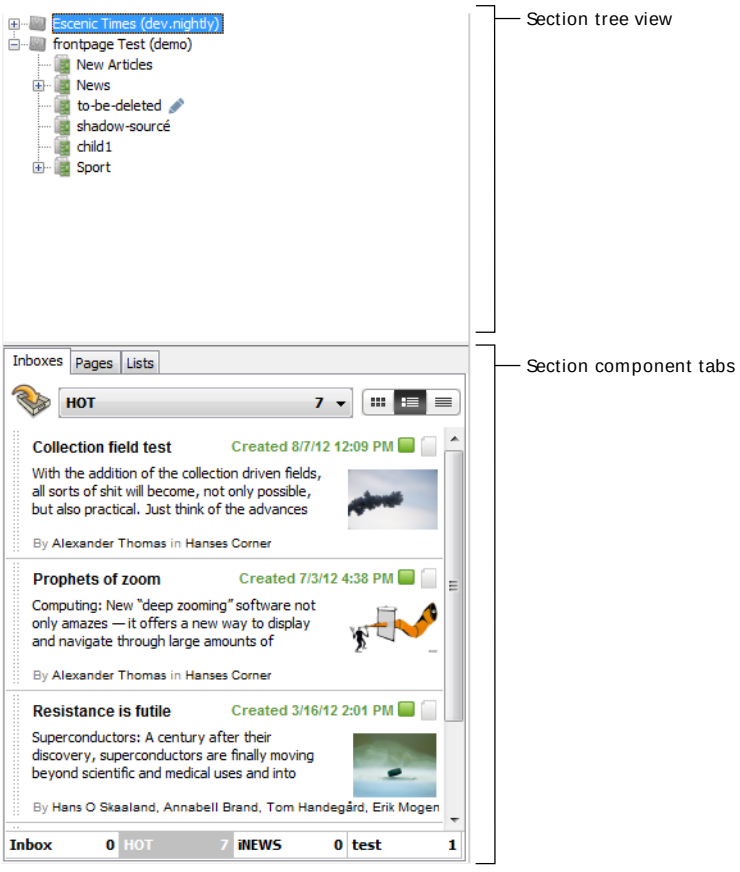
Search

Execute a new search. Note that the search is automatically executed whenever you press enter, or change a search specification.

2.2.3.2 Sections Panel

The **Sections** panel gives you access to the sections of a publication and to the components of each section (**inboxes**, **section pages** and **lists**).

At the top of the **Sections** panel is the section tree view. This contains all the sections of the publication in an expandable tree view. Below this are the section component tabs: **Inboxes**, **Pages** and **Lists**.


Escenic Times (dev.nightly)
frontpage Test (demo)
New Articles
News
to-be-deleted
shadow-sourcé
child1
Sport
Section tree view
Inboxes
Pages
Lists
HOT
7
Collection field test
Created 8/7/12 12:09 PM
With the addition of the collection driven fields, all sorts of shit will become, not only possible, but also practical. Just think of the advances
By Alexander Thomas in Hanses Corner
Prophets of zoom
Created 7/3/12 4:38 PM
Computing: New "deep zooming" software not only amazes — it offers a new way to display and navigate through large amounts of
By Alexander Thomas in Hanses Corner
Resistance is futile
Created 3/16/12 2:01 PM
Superconductors: A century after their discovery, superconductors are finally moving beyond scientific and medical uses and into
By Hans O Skaaland, Annabell Brand, Tom Handegård, Erik Mogen
Inbox 0
HOT 7
iNEWS 0
test 1
Section component tabs

To select a section, click on its name in the section tree view. To display that section's section pages, click on **Pages**. To display its lists, click on **Lists**. To display its inboxes, click on **Inboxes**.

To open a section for editing, right-click on it and select **Edit** from the displayed menu. For information about editing sections, see **chapter 3**.

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To create a new section, right-click on the section you want to be its parent and select **Create sub section...**. The new section is opened in a section editor. For information about how to editing it, see **chapter 3**.

If your publications are designed using the Widget Framework then the section tree will contain Widget Framework **templates** or **config sections** as well as ordinary sections. It is very likely that you will not have access to these sections - they will only be accessible to the designers responsible for the layout of your publications. If you do have access, you should not modify them unless you know what you are doing. For information about the Widget Framework, see the widget framework documentation at http://documentation.vizrt.com/widget-framework-2.0.htmlwidget framework documentation.

Section Pages Tab

This tab lists all the section pages for the currently selected section. The section page at the top of the list is the **active page** (the one that is actually displayed in the publication at present).

To open a section page for editing, double-click on it, or select it and press **Enter**. The section page will then be displayed in an editor tab in the work area. For information about editing section pages, see **chapter 4**.

To rename a section page, open it for editing (see above), modify the **Name** field and save your changes.

To create a new section page:

1. Right-click anywhere in the section pages list.
2. Select **Create new page...** from the displayed menu.
3. Enter a name for the new section page and click **OK** in the displayed dialog.

To set the active section page, open the section page you want to activate (see above) and click on the section page editor's **Publish** button.

To delete a section page, select it and then select **Edit** > **Delete selected item** or press **Delete**.

Lists Tab

This tab contains the names of all the **lists** in the currently selected section.

A list is an ordered list of content items that are related in some way (a list of articles related to an ongoing news issue, for example). They can be used to create a collection of summaries that can appear in several locations but be maintained in one place. You can, for example set up a section page in which item 1 from a particular list appears in one location, item 1 and 2 in a second location and items 1 to 5 in a third location. You can then subsequently update all these locations in a single operation by replacing list item 1 with a new story.

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To open a list for editing, double-click on it, or select it and press **Enter**. The list will then be displayed in an editor tab in the work area. For information about editing lists, see **chapter 6**.

To rename a list, open it for editing (see above), modify the **Name** field and save your changes.

To create a new list:

1. Right-click anywhere in the list of lists.
2. Select **Create new list...** from the displayed menu.
3. Enter a name for the new list and click **OK** in the displayed dialog.

To delete a list, select it and then select **Edit** > **Delete selected item** or press **Delete**.

Inboxes Tab

This tab contains the names of all the inboxes in the currently selected section. For more information about inboxes, see **section 2.2.3.3**.

To delete an inbox, select it and then select **File** > **Delete** from the displayed menu.

To rename an inbox, select it, select **File** > **Rename** and enter a new name.

To create a new inbox:

1. Right-click anywhere in the inbox list.
2. Select **Create new inbox...** from the displayed menu.
3. Enter a name for the new inbox and click **OK** in the displayed dialog.

You cannot delete or rename the default inbox **Inbox**.

2.2.3.3 Inboxes Panel

An inbox is a list of content items. Each section of a publication can have any number of inboxes, which can be used for any purpose. An inbox always belongs to a single section. A content item can be moved between inboxes, but cannot appear in two inboxes simultaneously.

Inboxes are generally used by section editors to organize publication work flow. The editor might, for example, create an inbox for each person that works on the section, and then assign jobs by adding content items to the inboxes. Another editor might create inboxes that represent different stages in a workflow, so that journalists can move content items between the inboxes as a means of marking progress.

Most of the **Inboxes** panel is taken up by a display area for the currently selected inbox. Above this is a pull-down list for switching between the inboxes in the section and a **View** button for changing the layout of the inbox display. Below the display area are push buttons that you can also use to

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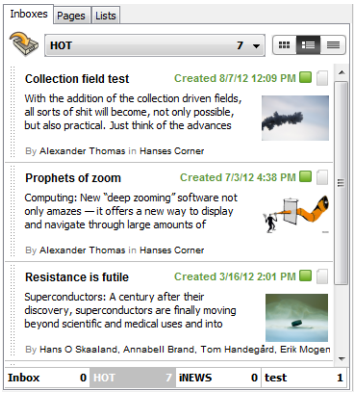
switch between the inboxes in the section. The currently selected button is highlighted.


Inboxes
Pages
Lists
HOT
7
Collection field test
Created 8/7/12 12:09 PM
With the addition of the collection driven fields, all sorts of shit will become, not only possible, but also practical. Just think of the advances
By Alexander Thomas in Hanses Corner
Prophets of zoom
Created 7/3/12 4:38 PM
Computing: New "deep zooming" software not only amazes — it offers a new way to display and navigate through large amounts of
By Alexander Thomas in Hanses Corner
Resistance is futile
Created 3/16/12 2:01 PM
Superconductors: A century after their discovery, superconductors are finally moving beyond scientific and medical uses and into
By Hans O Skaaland, Annabell Brand, Tom Handegård, Erik Mogen
Inbox 0
HOT 7
iNEWS 0
test 1

You can change the layout of the inbox contents by clicking on the layout buttons ( ) above the list. If you choose the list layout then there are column heading buttons at the top of the inbox that you can use to sort the content items in various ways: clicking on **Title**, for example, sorts the content items by their titles, and clicking a second time reverses the sort order.

To edit one of the content items in an inbox, either double-click on it, or select it and press **`Enter`**. It will then open in an editor in the work area.

To move content items between inboxes:

1. Select the content items you want to move.
2. Drag them down to the push buttons at the bottom of the inbox and hold them over the button for the inbox you want to move them to. After a moment or two, the new inbox will open.
3. Drag the content items up into the new inbox and drop them.

2.2.3.4 Clipboard Panel

The clipboard is your personal content list. You can use it to hold content items you are working on or want to use for reference. Clipboard contents are saved

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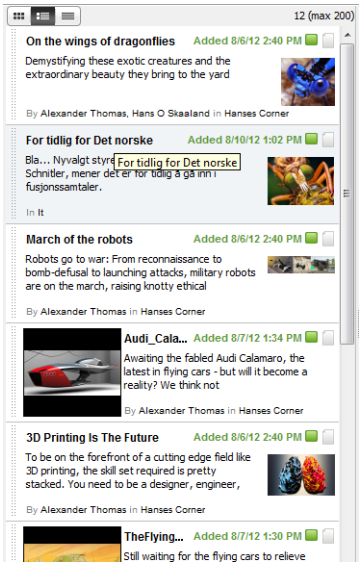
between sessions: any items you leave on the clipboard when you log out from the Content Studio will still be there the next time you log in.


12 (max 200)
On the wings of dragonflies
Added 8/6/12 2:40 PM
Demystifying these exotic creatures and the extraordinary beauty they bring to the yard
By Alexander Thomas, Hans O Skaaland in Hanses Corner
For tidlig for Det norske
Added 8/10/12 1:02 PM
Bla... Nyvalgt styre
For tidlig for Det norske
Schnitler, mener det er for tidlig å gå inn i fusjonssamtaler.
In It
March of the robots
Added 8/6/12 2:40 PM
Robots go to war: From reconnaissance to bomb-defusal to launching attacks, military robots are on the march, raising knotty ethical
By Alexander Thomas in Hanses Corner
Audi_Cala...
Added 8/7/12 1:34 PM
Awaiting the fabled Audi Calamaro, the latest in flying cars - but will it become a reality? We think not
By Alexander Thomas in Hanses Corner
3D Printing Is The Future
Added 8/6/12 2:40 PM
To be on the forefront of a cutting edge field like 3D printing, the skill set required is pretty stacked. You need to be a designer, engineer,
By Alexander Thomas in Hanses Corner
TheFlying...
Added 8/7/12 1:30 PM
Still waiting for the flying cars to relieve

The clipboard looks very similar to an inbox, and works in the same way. You can change the layout of the clipboard contents by clicking on the layout buttons ( ) above the list. If you choose the list layout then there are column heading buttons at the top of the inbox that you can use to sort the content items in various ways: clicking on **Title**, for example, sorts the content items by their titles, and clicking a second time reverses the sort order.

To edit one of the items on the clipboard, either double-click on it, or select it and press **`Enter`**. It will then open in an editor in the work area.

2.2.4 The Work Area

When you open an item to work on it, it is displayed in the work area in a tabbed panel called an **editor**. Each item you open is displayed in its own custom editor: the controls in an editor vary according to the type of item it contains. If you open more than one item, then the editors are stacked on top of each other in the work area.

Each editor has a tab at the bottom, and you can:

- Switch between editors by clicking on the tabs.
- Close editors by clicking on the tab close buttons ( ).

There are four different types of editors:

- Section editors (see **chapter 3**)
- Section page editors (see **chapter 4**)
- Content editors (see **chapter 5**)
- List editors (see **chapter 6**)

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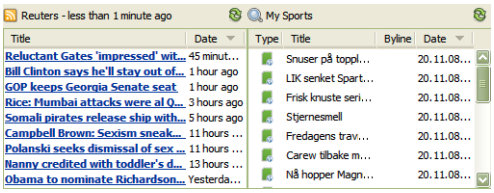
2.2.5 The Research Panel Area

The **research panel area** is an area at the bottom of the Content Studio window that can be used to hold **research panels**. The **research panel area** is hidden the first time you start Content Studio. You can display it by selecting **View** > **5 Show research panels** or by clicking on the expand button ( ) at the center-bottom of the window.

Research panels are small plug-in applications that can be created by third parties to add functionality to Content Studio:


Reuters - less than 1 minute ago
My Sports
Title
Date
Reluctant Gates 'impressed' wit... 45 minut...
Bill Clinton says he'll stay out of... 1 hour ago
GOP keeps Georgia Senate seat 1 hour ago
Rice: Mumbai attacks were al Q... 3 hours ago
Somali pirates release ship with... 5 hours ago
Campbell Brown: Sexism sneak... 11 hours ...
Polanski seeks dismissal of sex ... 11 hours ...
Nanny credited with toddler's d... 13 hours ...
Obama to nominate Richardson... Yesterda...
Type
Title
Byline
Date
Snuser på toppl... 20.11.08...
LIK senket Spart... 20.11.08...
Frisk knuste seri... 20.11.08...
Stjernesmell 20.11.08...
Fredagens trav... 20.11.08...
Carew tilbake m... 20.11.08...
Nå hopper Magn... 20.11.08...

Three general-purpose research panels are delivered as a standard part of Content Studio:

RSS Feed
An RSS feed panel is a research panel containing links delivered via RSS. You can add any number of RSS feed panels to your research panel area, each displaying regularly updated links from a different RSS feed. Clicking one one of the links will open it in your browser.

Search
A search panel contains the results of an Escenic search - it's rather like a mini version of the main **Search** panel. You can add any number of search panels to your live panel area, each displaying the results of a different search. The search results can be selected and dragged in exactly the same way as ordinary **Search** panel results.

Related Content Finder
The related content finder searches for content that is **similar** to the current content item - that is, content that appears to be about the same subject. You can use it as a research tool to find more information related to an article you are working on, or to turn up a set of candidate articles for linking to. You can set up a related content finder panel to search using either Escenic Related Search (which searches your Escenic database) or Google News Search (which searches news articles on the web). You can, of course, add two related content finders to your live panel area, one set up to search internally and the other set up to search the web.

Web Browser
A web browser panel can display a web page. It provides an easy way to make external information available in Content Studio.

There are two types of web browser panel:

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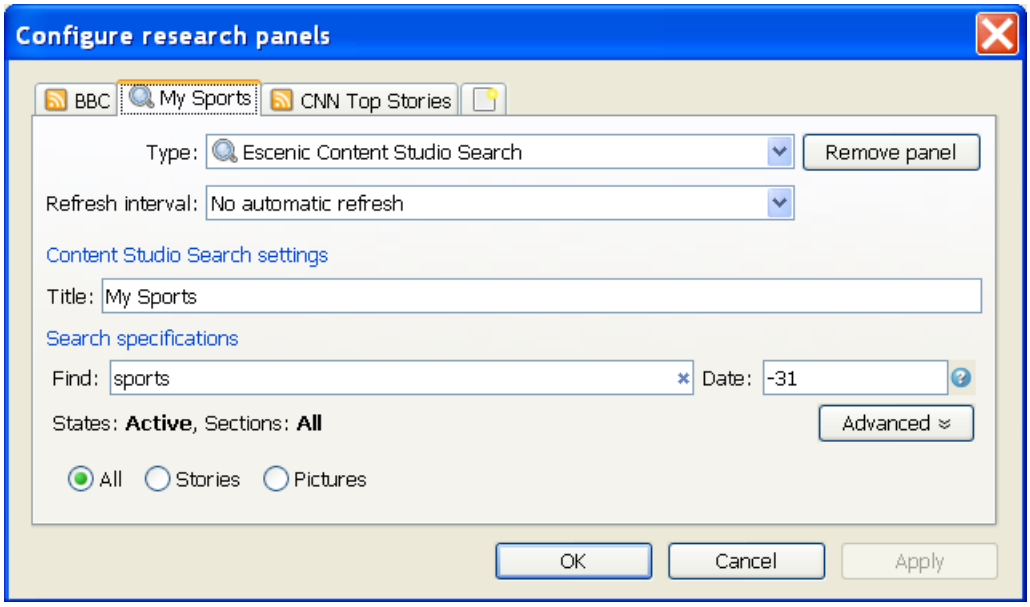
- **User-defined** browser panels that display pages you select yourself by entering URLs.
- **Live** browser panels that display pages related to the content item or section you are currently editing. This type of web browser panel is only available this if your Content Engine has been set up to enable it. For further information, see **section 2.2.5.1.1**.

All research panels have a refresh button at the right end of their title bars:

Clicking on this button refreshes the content of the panel. Note, however, that you can configure research panels to refresh automatically at specified intervals (see **section 2.2.5.1**.

2.2.5.1 The Configure Research Panels Dialog



You can display the **Configure research panels** dialog by selecting **View** > **Configure research panels...** from the menu. The dialog contains a tab for each currently displayed research panel plus one tab marked that you can use to create a new panel.

To add a new panel:

1. Select the tab.
2. Select the required panel type in the **Type** field.
3. Fill in the remaining fields.
4. Click on **OK** (to close the dialog) or **Apply** (to keep it open).

To modify an existing panel, select the required tab, make your changes and click on **OK** or **Apply**.

To delete an existing panel, select the required tab and click on **Remove panel**.

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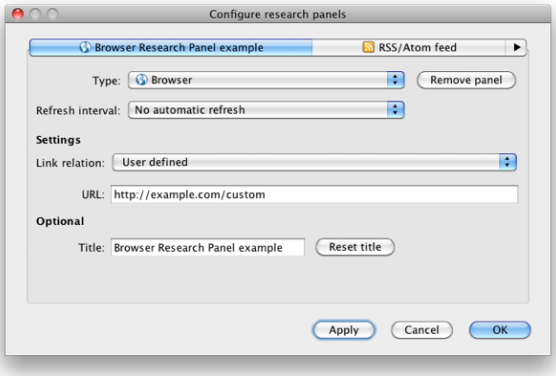
The rest of the controls on the research panel configuration tabs vary according to the type of the research panel.

When a publication administrator adds a research panel configuration to Content Studio, the configuration takes effect for **all** users working on that publication. In this way, publication administrators can create global set-ups for their publications. If, for example, the administrator of the `sunday` publication (user name `sunday_admin`) adds a BBC RSS feed panel and a search panel to her research panel area, then those two panels will also appear as default panels in the research panel areas of all other users who log in to the `sunday` publication. These default panels cannot be removed or modified by anyone other than the publication administrator.

2.2.5.1.1 Configuring a Web Browser Panel

A web browser panel configuration dialog contains three web browser-specific fields: **Link relation**, **URL** and **Title**:



Unless your Content Engine has been set up to provide information for driving live web browser panels, the **Link relation** field will only contain one option: **User defined**. When this option is selected, you must enter the URL of the page you want to be displayed in the web browser panel in the **URL** field. You can also optionally specify a title for the panel in the **Title** field.

If your Content Engine has been set up to provide information for driving live web browser panels, then the **Link relation** field will contain other options as well. If you select one of these options, then the **URL** field is disabled. What other options the **Link relation** field might contain is installation dependent. In general, the effect of choosing such an option is that the browser panel will remain empty until you open a section or content item for editing. Once you do so, the web browser window will display a page that is in some way related to the item you are editing. If you have several items open for editing and switch between them, then the content of the web browser panel will change accordingly.

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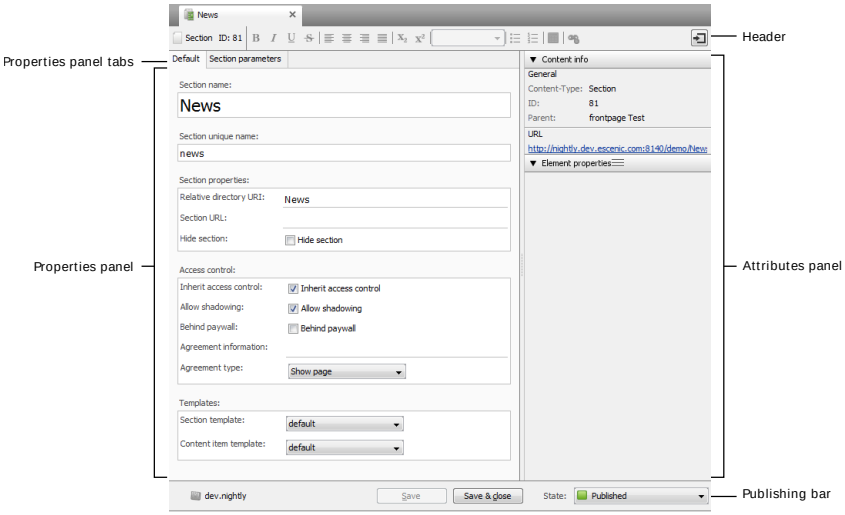
3 Using A Section Editor

A section editor is a tabbed window displayed in Content Studio's work area that you can use to edit a section.

To open a section editor, right-click on a section in the tree view at the top of the search panel (see **section 2.2.3.1**) or sections pane (see **section 2.2.3.2**) and select **Edit**.



A section editor contains the following main areas:

- Section header (at the top of the window)
- Field editors (on the left)
- Attributes panel (on the right)
- Publishing bar(at the bottom right)

This description covers the basic section editor functionality delivered by Vizrt. Your Content Studio installation may include additions that are not described here.

3.1 Section Header

At the top of the editor window is a bar containing a combination of information fields and buttons, called the **section header**.

At the left hand end of the header is the section's **section id**, a unique internal identifier for the section. This is displayed purely for information purposes. You will normally not need to use it for anything. It is followed by a series of formatting buttons that are not currently used, and are therefore always disabled (grayed out). At the right hand end of the header is the **attributes panel button**. Clicking on this button shows and hides the attributes panel (see **section 5.3**).

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3.2 Properties Panel

The section properties panel contains two tabs, **Default** and **Section parameters**. Most of the editable section properties are displayed on the **Default** tab:

Section name
The section name that will be displayed in the publication.

Section unique name
A unique internal name for this section. It is required because **Section name** does not have to be unique.

Relative directory URI
The name of the server folder in which this section is to be stored. It is appended to the **Section URL** of the parent section to form a default URL for this section.

Section URL
You can enter an alternative URL for this section here, to be used instead of the default URL formed from the parent section's **Section URL** and the **Relative directory URI** of this section.

The URL you enter in this field may only consist of a host name. For example:

```
http://news.mysite.com/
```

The following URL:

```
http://news.mysite.com/stories/
```

will not work, due to the inclusion of a path component (**`stories/`**) in the URL.

This limitation may not apply in some Content Engine installations: it is possible to work around it by setting up some kind of filtering or redirecting in the application server or web server. In a standard installation, however, only URLs with no path component will work.

Hide section
Check this option if you want this section to be hidden in Content Studio. This can be useful, for example, for automatically generated or imported sections that should not be edited.

Inherit access control
Check this option if you want this section to inherit the access controls of its parent section. The section will then not appear in the list of sections in the Web Studio **Section Roles** forms (see **Escenic Content Engine Publication Administrator Guide**, **section 2.1.4.3**), since its access controls do not need to be explicitly set.

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This option is checked by default. If you uncheck it, then any users who had section access rights to this section and its subsections will lose them and you will need to explicitly assign new section access rights using Web Studio.

Warning: Changing this option triggers an automatic re-indexing of all the content items in the section and in all subsections that inherit access control from it. Re-indexing is a resource-intensive operation, so **you are strongly recommended not to change this option during busy periods.**

Allow shadowing
Check this option if you want to be able to use this section as the basis for shadow sections (see **Escenic Content Engine Publication Administrator Guide**, **section 3.4.4**). If **Allow shadowing** is already checked and you uncheck it, then when you save your changes any shadow sections based on this section will be converted to ordinary sections.

Behind paywall
Check this option if you want reader access to this section to be restricted (governed by an agreement). For information on how you can implement your user access control, see **Escenic Content Engine Advanced Developer Guide**, **chapter 17** (requires Java programming skills).

Agreement information
If **Behind paywall** is checked, then you must enter the appropriate agreement information in this field.

Agreement type
If **Behind paywall** is checked, select the required type (**Show page** or **Hide page**). The effect of this option depends upon the type of agreement mechanism being used.

Section template
Select the required default section page template from the pull-down field.

Content item template
Select the required default content item template from the pull-down field.

3.3 Attributes Panel

The attributes panel appears to the right of the properties panel, and can be shown/hidden by clicking on the attributes panel button at the right hand end of the formatting bar:

It is divided into two sections:

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Content Info
This section contains general information about the section.

Element properties
This section is always empty.

You can open and close the sections by clicking on the / icons to the left of the section name, and resize them by dragging the icons up or down.

3.4 Publishing Bar

The publishing bar at the bottom of the editor window contains the following controls:

Save
Saves any changes you have made. If you haven't made any changes then the button is disabled.

Save & close
Saves any changes you have made and closes the content editor editor.

State
Lets you change the state of the content item. The following states can be selected:

- **Draft**
- **Published**

A section that is in **Draft** states is not visible in the web publication. A section in the **Published** state is visible. Note that you cannot currently delete a section using Content Studio - you must use Web Studio instead.

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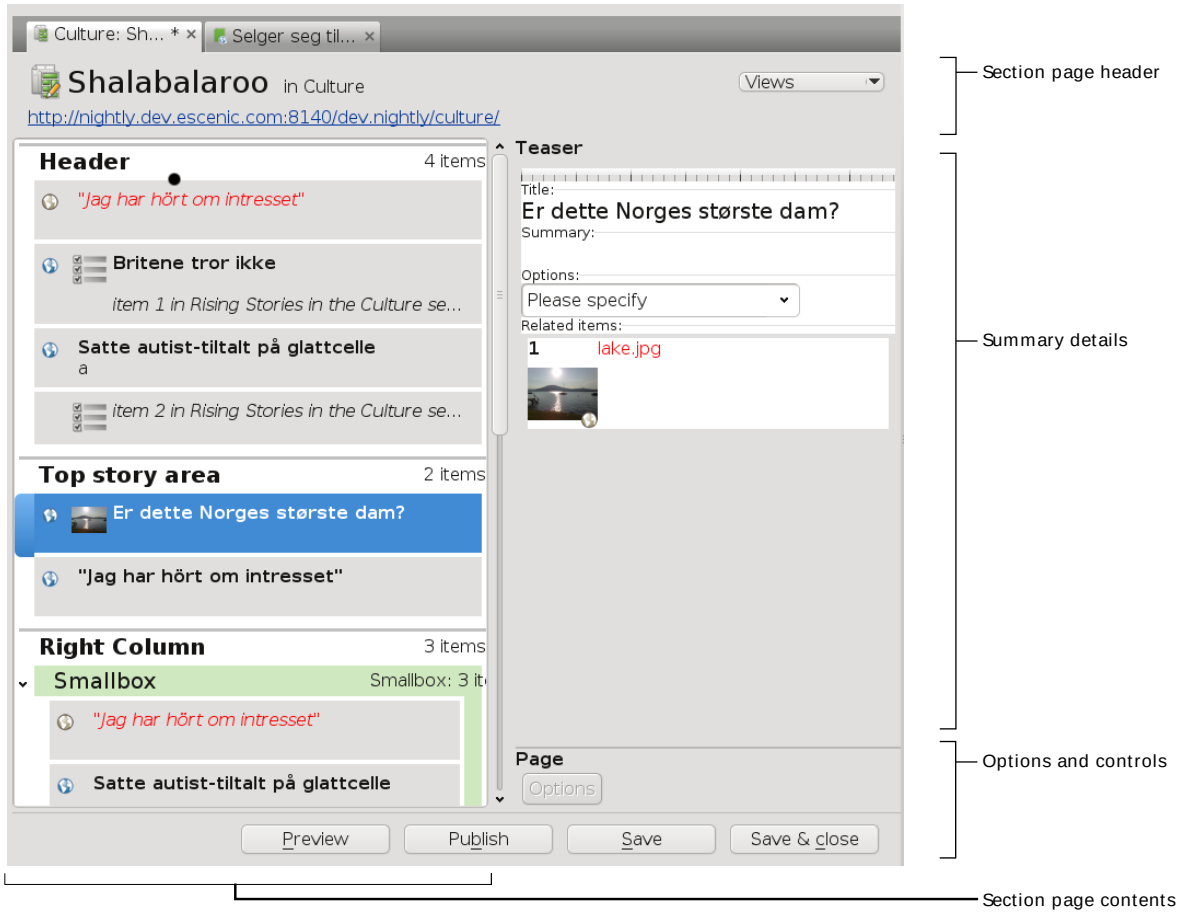
4 Using A Section Page Editor

A section page editor is a tabbed window displayed in Content Studio's work area that you can use to edit a section page. You can open a section page editor in the following ways:

- Double-click on a section in the tree view at the top of the search panel (see **section 2.2.3.1**) or sections panel (see **section 2.2.3.2**). This will open the section's active section page in an editor.
- Select a section in the tree view at the top of the search panel (see **section 2.2.3.1**) and then double click on one of the section pages displayed in the section pages tab. This method allows you to edit section pages other than the one which is currently active.



A section page editor contains the following main areas:

- Section page header (at the top of the window)
- Section page contents (on the left)
- Summary details (on the right)
- Section page options and controls (at the bottom right)

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This description covers the basic section page editor functionality delivered by Vizrt. Your Content Studio installation may include additions that are not described here.

4.1 Section Page Header

At the top of the section page editor window are the following items:

- The section page and section name.
- The URL of the section. Clicking on this link opens the published section page in your browser. Note that the page displayed in the browser is the section's **active** section page, which may not be the page you are editing.
- A **View** button that you can use to switch between a **Rich View** and a **Plain View** of the section page content (see **section 4.2**).

4.2 Section Page Content

The left hand side of the section page editor shows the structure of the section page as a tree view. You can change the appearance of this tree view using the **View** button in the header: it lets you switch the tree between a **Rich View** and a **Plain View**.

Both options display the names of the areas defined by the section page's grid layout, and show which content items have been placed in each area. Neither view shows the exact layout of the section page, although the names of the areas are usually descriptive ("top", "left column" and "right column" are typical examples). The rich view shows more of each teaser's content (and therefore uses more space) than the plain view, which only shows the title of each teaser. You can expand and collapse parts of the tree by clicking on the › and ⌄ buttons on the left.

The instructions below describe how to edit the section page content. In order to save any changes you make you must click on the **Save Content** button at the bottom of the editor window.

Adding Content Items

To add a content item to the section page:

1. Select the content item you want to add (in the search results list, one of the section's inboxes/lists or your clipboard).
2. Hold down the left mouse button and drag the content item to the required area in the section page area. The color of the area's title bar changes to indicate that it is now a drop target.
3. Drop the content item by releasing the mouse button.

If the target area already contains content items, you can drop the new content item between existing items - a short black line appears between the

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existing content items to show where the content item will be inserted if you drop it.

Removing Content Items

To remove a content item from the section page:

1. Select the content item to remove.
2. Select **Edit** > **Remove** or press the `Delete` key.

Note that when you remove a content item from a section page, all you are doing is removing the content item's summary from the section page. You are not deleting the item, nor are you removing it from the section - readers will still be able to find it via other links (should there be any) and via search functions.

Moving Content Items

To move a content item to a new location on the section page:

1. Select the content item you want to move.
2. Hold down the left mouse button and drag the content item to the required area in the section page area. The color of the area's title bar changes to indicate that it is now a drop target.
3. Drop the content item by releasing the mouse button.

4.2.1 Section Page Locking

As soon as you make any change to a section page, the section page is locked, so that nobody else can work on it while you are making your changes. You will see that a lock icon like this appears to the left of the title:

The whole section is now locked until you save or publish the changes you have made. When you do so, you will see that the pencil disappears from the icon, indicating that you are no longer editing the section page, and it is therefore not locked:

You can **release** your lock on the section page by right-clicking on the lock icon and selecting **Release lock** from the displayed menu. Note, however, that doing this will revert all your unsaved changes. If you want to keep your changes you should save them instead; this will also release the lock.

If you see this icon next to the section page title:

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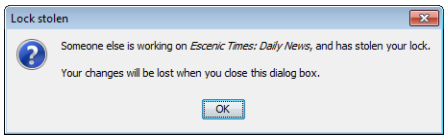
it means that one of your colleagues is currently working on the section page and it is therefore locked. You will not be able to make any changes. If you hold your mouse pointer over the lock icon, the name of the person who has locked the section page will be displayed. Once the person finishes their editing, the lock icon will disappear and you can start editing.

Occasionally, situations can arise where locks are not released properly - even though a person has finished editing a section page, their lock is not released, meaning that you cannot get on with your work. This usually occurs as a result of network problems. If this situation arises, you can get around it by "stealing" the lock. To do this, right-click on the lock icon and select **Steal lock** from the displayed menu.

You should only use the **Steal lock** function to escape from situations where a lock has not been properly released. If you steal a lock from somebody who is actually working on a section page, all their unsaved changes to the page will be lost. If a section page you need to work on is locked, first contact the person who has locked the page and agree with them how to resolve the situation. It may simply be that they have moved on to something else and forgotten to save their changes.

If somebody steals your lock while you are working on a section page you will see the following message:


Lock stolen
Someone else is working on Escenic Times: Daily News, and has stolen your lock.
Your changes will be lost when you close this dialog box.
OK

If this happens, there is nothing you can do to recover your lost changes.

4.2.2 Section Page Structure

Depending on how the section page's grid layout is defined, you may be able to change the structure of the section page by inserting groups of sub-areas into areas on the section page, or removing existing groups. To find out whether an area can be subdivided in this way, place the cursor somewhere inside it and click the right mouse button. If either of the options **Insert** or **Group to** in the right-click menu is enabled, then the area can be subdivided. If you select one of the enabled options, then a sub menu is displayed containing the names of the groups you can use to subdivide the area.

Clicking on the **Insert** option, for example, might display a sub menu containing the options **Insert new Two-col group** and **Insert new Three-col group**. Selecting **Insert new Two-col group** would insert a group called **Two-col** into the area, which would own two areas (presumably) onto which you could then drop content items. You can insert any number of groups in this way, in any combination (although it may not be sensible to do so - you need to have some idea of what the structures you add look like in the publication, how much space is available and so on). In some cases, the areas

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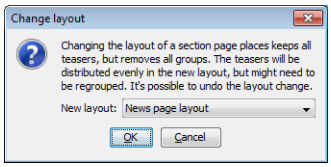
in an inserted group may themselves offer the option of inserting further groups, allowing you to build very complex page structures.

The **Group to** option can only be selected when you right-click on existing content items and/or groups in an area. Its sub menu contains the names of available groups. Selecting one of these options inserts a group and moves all the selected items into the new group's first area.

The **Ungroup** option is only enabled in an area that contains groups. Selecting it removes all groups from the area and moves all their child content items to the area.

4.2.2.1 Changing the layout

A section page can have several different possible layouts, and you can switch between them by selecting **Tools** > **Change layout**, which displays the **Change layout** dialog:


Change layout
Changing the layout of a section page places keeps all teasers, but removes all groups. The teasers will be distributed evenly in the new layout, but might need to be regrouped. It's possible to undo the layout change.
New layout:
News page layout
OK
Cancel

Select the layout you want to switch to from the **Layout** pull-down list and then click on **OK**.

Be careful when changing layouts. Different layouts have different sets of possible groups and sub-areas, so it is not possible to maintain these structures when switching between layouts. If you change the layout of a page that has already been structured by adding groups and sub-areas, then that structure will be lost. Any teasers on the page will be retained, but they will all be moved to a top-level area.

4.3 Summary Details

Whenever you select one of the content items in the section page content area, the content item's summary fields are displayed in the summary details area on the right of the editor window, where you can edit them. The particular fields that make up a summary vary from publication to publication.

Any changes you make to the summary fields here only affect this section. The same article can appear with different summary headlines in different sections.

In order to save any changes you make you must click on either the **Save** or the **Save & close** button at the bottom of the editor window.

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4.4 Options and Controls

At the bottom of the editor window is a **Page** area and a set of control buttons.

The **Page** area contains an **Options** button.

The options available in this list are publication-specific. Some grid layouts may have options. If you select a grid layout with options, then the **Options** button is enabled; if you select a grid layout without options, then the **Options** button is disabled.

Clicking on the **Options** button (if it is enabled) displays a dialog containing the current layout's options. These options are part of the layout definition, and are therefore publication- and layout-specific.

The following control buttons are displayed:

Preview
Displays a preview of the current state of the section page in your browser (including all changes you have made, even ones you haven't saved).

Publish
Saves any changes you have made, and makes this section page the **active** page (the one displayed in the publication). If you haven't made any changes then the button is disabled.

Save
Saves any changes you have made. If you haven't made any changes then the button is disabled.

Save & close
Saves any changes you have made and closes the section page editor.

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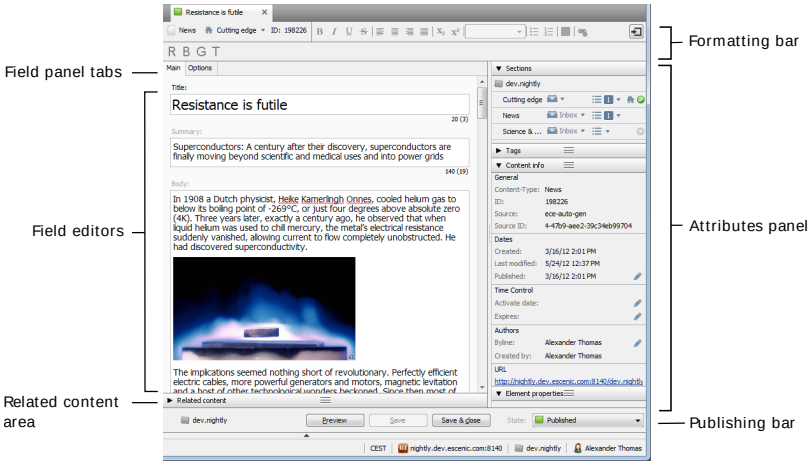
5 Using A Content Editor

A content editor is a tabbed window displayed in Content Studio's work area that you can use to edit a content item. To open a content editor:

- Double-click on a content item or select one and press **`Enter`**. It doesn't matter where you select the content item. You can select it in the search results list in the search panel, in a section inbox/list, in your clipboard or in a section page editor.
- Select **File** > **New**, and then select the type of content item you want to create from the displayed sub menu. The options available in this sub menu vary from publication to publication.



A content editor contains four main areas:

Formatting bar
One or two toolbars at the top of the content editor

Field panel
The main part of the window, containing a set of **field panel tabs** plus a **related content area**.

Attributes panel
To the right of the field panel, may be hidden

Publishing bar
At the bottom of the window

This description covers the basic content editor functionality delivered by Vizrt. Your Content Studio installation may include additions that are not described here.

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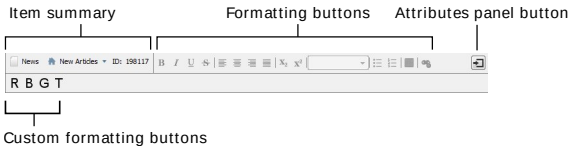
5.1 Formatting Bar

At the top of the editor window is a bar containing a combination of information fields and buttons, called the **formatting bar**:



By default it consists of a single row of controls, but it may have a second row containing custom formatting buttons (as in the example shown above).

The top row contains three groups of controls:

- An **item summary** where the following information about the content item is displayed:

  Content type
  The type of the content item (**News** in the example above)

  Home section
  The content item's home section (**New articles** in the example above). If the content item belongs to more than one section then you can change the home section by clicking on this button and selecting a new section from the displayed list.

  Think carefully before changing a published content item's home section, as doing so will change its URI.

  ID
  The content item's ID. For a new article that has not been saved yet, this field is blank.
- A row of buttons offering formatting options such as bold, italic, subscript and superscript, text alignment, headings, lists, tables, links, images and so on. The formatting buttons in the bar may vary from publication to publication. The buttons are only enabled when a rich text field is selected (see **section 5.5**).
- The **attributes panel button**. Clicking on this button shows and hides the attributes panel (see **section 5.3**).

5.2 Field Panel

The field panel contains editors for all the fields that make up the content item. The fields are usually organized into a few different groups, each of which is displayed on a separate **field panel tab**. The fields that make up a content item vary widely from publication to publication. A publication will also usually contain a number of different types of content item, each of which has different fields.

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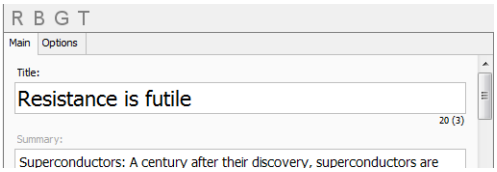
The fields may all be displayed on a single tab card, or may be divided among several. This also varies between publications (and within publications according to content type). The following illustration shows a typical set of field tabs (**Main** and **Options**). The field tabs in your publication may, however, look quite different.



Some of the less commonly used fields in a content item may be defined as **hidden fields**. They are then not displayed by default. You can see what hidden fields a content item has by selecting **View** > **Show fields** from the main menu. This displays a sub-menu containing an option for each hidden field. You can show/hide the hidden fields by selecting these options.

At least one of the fields in a content item will often be a large text field (often called **body**) that is used to hold the main body of the content item. Otherwise, fields can vary widely. Some allow any kind of text to be entered, others are more restrictive: they have a maximum length, or only allow you to enter numbers, or only allow numbers within a particular range. Other fields may only allow you to select an option from a pull-down menu, or switch an option on by checking a box. One special type of field (called a **gallery** field) looks and behaves like a **relation** (see **section 5.2.1**), in that you can drop items on to it. This kind of field is intended to simplify the editing of picture gallery content items.

The content item's **related content** (see **section 5.2.1**) are displayed in the **related content area** below the field panel tabs, an expandable area that you can show and hide by clicking on the **Related content** expander at the top of the area, selecting **View** > **Show Relations** or pressing `Ctrl+F7`.

5.2.1 Related Content Area

A content item can have **related** content items. Related items can be used for many different purposes. They can, for example, be:

- Other articles on the same subject, presented as links in the published article
- Images used in the article
- Media objects used in the article. These can include:
  - Video items stored in a Viz Media Engine (if the Video plug-in is installed at your site and you have access to a Viz Media Engine installation).
  - Template based graphics and Viz World maps (if the Online Graphics plug-in is installed at your site and you have access to Viz Content Pilot/ Viz World systems).
- Profiles of persons associated with the article (authors, editors etc.)
- Links to external resources used in the article

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A content item's type determines what kinds of related content items it may have, and how they are used. The related content items are referred to as the content item's **relations**.

A content item's relations are displayed in the related content area below the field panel tabs. This is an expandable area that you can show and hide by clicking on the **Related content** expander at the top of the area, selecting **View** > **Show Relations** or pressing **Ctrl+F7**.

The organization of the **Related content** area varies between publications and content types. It is usually divided up into several groups, each with a heading describing the group's purpose. For example:

- A group with the heading "More on this issue" might be intended to contain other articles on the same subject, which are then presented as a list of links in the published article.
- A group called "Front page image" might be intended to contain the image that will be used if the article is included in the publication's top level section page.

Each group is represented by a relation bar containing the name of the group plus any related items that have been added to the group. This **Related content** area, for example, contains three groups called **Use on front pages**, **Use on article pages** and **Items related to the leadText field**:

The first group contains a related image, the others are currently empty.

In order to use relations successfully, you need to know their purpose in your publication.

To add a relation to a content item:

1. Open the content item's **Related content** area if necessary.
2. Find the content item you want to add as a relation (in the **Search** panel's results list, an inbox/list or on your clipboard).
3. Either:
   - Drag it to the required relation group and drop it, **or**
   - Press **Alt + right** and pick the required relation type from the displayed pop-up dialog

To remove a relation from a content item:

1. Select the relation you want to remove.
2. Select **Edit** > **Remove** or press **Delete**.

To see more details about one of a content item's relations:

1. Select the relation you are interested in.
2. Look at the **Element properties** section of the **Attributes** panel (see **section 5.3.4**).

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5.2.2 Field Locking

As soon as you make any change to a the contents of a field or relation, it is locked, so that nobody else can work on it while you are making your changes. You will see that a appears next to the field/relation title. The field is now locked until you save your changes. A similar icon will appear in every field/relation you modify. When you save the content item, you will see that all these icons disappear, indicating that you are no longer editing any of the content item's fields or relations, and they are therefore not locked.

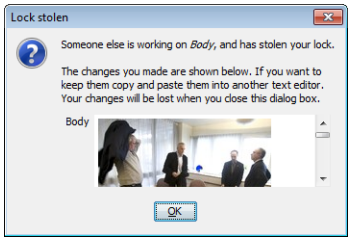
You can **release** your lock on on a field or relation by right-clicking on the icon and selecting **Release lock** from the displayed menu. Note, however, that doing this will revert the changes you made to the field. If you want to keep your changes you should save them instead; this will also release the lock.

If you see a icon next to a field or relation title, it means that one of your colleagues is currently working it, and it is therefore locked. You will not be able to make any changes. If you hold your mouse pointer over the lock icon, the name of the person who has locked the field will be displayed. Once the person finishes their editing, the lock icon will disappear and you can start editing.

Occasionally, situations can arise where locks are not released properly - even though a person has finished editing a field, their lock is not released, meaning that you cannot get on with your work. This usually occurs as a result of network problems. If this situation arises, you can get around it by "stealing" the lock. To do this, right-click on the lock icon and select **Steal lock** from the displayed menu.

You should only use the **Steal lock** function to escape from situations where a lock has not been properly released. Stealing a lock from somebody who is actually working on a field or relation is very disruptive. If a field you need to work on is locked, first contact the person who has locked it and agree with them how to resolve the situation. It may simply be that they have moved on to something else and forgotten to save their changes.

If somebody steals your lock while you are working on a field or relation you will see a dialog something like this:


Lock stolen
Someone else is working on Body, and has stolen your lock.
The changes you made are shown below. If you want to keep them copy and paste them into another text editor. Your changes will be lost when you close this dialog box.
Body
OK

If this happens and you want to save the changes you have made, copy the content of the field from the dialog, paste it into another editor and save it

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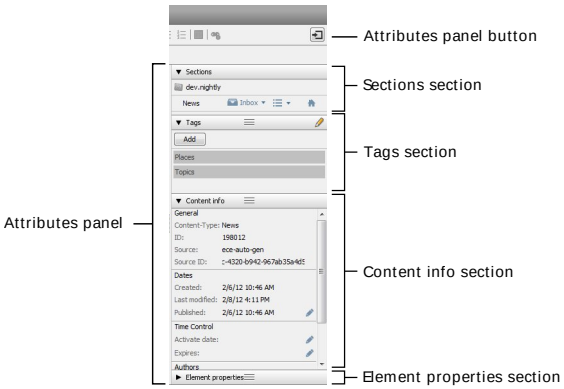
there. When you recover access to the field, you can copy your saved content back into the field. Note, however, that the user who stole your lock has presumably also made changes to the field. If you simply paste your content back into the field it will overwrite his/her changes. You may therefore need to find out what changes the other user made and carefully merge the two sets of changes.

5.3 Attributes Panel

The attributes panel appears the right of the fields panel and can be shown/ hidden by clicking on the attributes panel button at the right hand end of the formatting bar:



It is divided into either three or four sections:

Sections
This section contains information about the sections to which the content item belongs.

Tags
This section can be used for tagging the content item. It only appears for content items belonging to types with associated tag schemes.

Content Info
This section contains general information about the content item.

Element properties
This section is used to display related content item summaries.

You can open and close the sections by clicking on the ▶ / ▼ icons to the left of the section name, and resize them by dragging the ☰ icons up or down.

5.3.1 Sections

This part of the attribute panel shows the sections a content item belongs to, and allow you to control various aspects of its section membership. It contains a **section bar** for each section in which the content item appears. If

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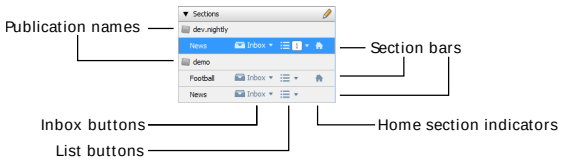
the content item has been cross-published to more than one publication, then the section bars are grouped together by publication:



As well as the name of the section, each section bar contains:

- An inbox button that you can use to move the content item between in boxes
- A list button, that you can use to add and remove the content item to/from lists lists
- A home section indicator showing which of the sections is the content item's home section. Only one section bar in each publication will contain this icon.

In addition, a remove button ( ) is displayed if you hold the mouse pointer over one of the bars.

You can use the section bars for a variety of purposes, described below.

To add the content item to a section:

1. Display the **Sections** panel in the navigation area.
2. Display the attributes panel in the content editor.
3. Select the required section from the section tree in the **Sections** panel.
4. Either:
   - Drag it into the content editor and drop it in **Sections** section of the attributes panel, **or**
   - Press **`Alt + right`**.

A new section bar representing the section appears.

To remove the content item from a section:

1. Hold the mouse pointer over the required section bar until the button appears.
2. Click on the button.

The content item is removed from the section and the section bar disappears.

You cannot remove a content item from its home section. If the button on a section bar is selected, then the button is always disabled. (This is, however, not true for local home sections, see **section 5.3.1.1**).

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To change a content item's home section:

1. Right-click in the section bar for the section you want the content item to belong to.
2. Select **Make "xxx" Home Section** from the displayed menu.

Think carefully before changing a published content item's home section, as doing so will change its URI. It may also change the layout/appearance of the content item (depending on how the sections in your publication are defined).

To place the content item in a section inbox:

1. Click on the inbox button in the appropriate section bar.
2. Select the inbox you want from the displayed list. Note that a content item can only belong to one of a section's inboxes: if it was in a different inbox, then it is moved to the one you select.

To add a content item to a section list:

1. Click on the list button in the appropriate section bar.
2. Select the list you want from the displayed list. The content item is added to the end of the selected list. If you want it in a different position, then you will need to open the list and edit it (see **chapter 6**).

5.3.1.1 Cross-publishing and Local Home Sections

The Escenic Content Engine can be used to manage a family of related publications, and may be set up to allow **cross-publishing**. A cross-published content item is a content item that belongs to one publication (its **home publication**), but appears in other publications. If a content item is cross-published, then the **Sections** area will contain several blocks of section bars, one for each publication in which the item appears, with the home publication section block at the top:

Foreign publication section blocks behave slightly differently to the home publication's section block. The main difference is that, while the home publication section block **must** contain a home section, foreign publication section blocks are not required to. However, if a content item appears in more than one section of a foreign publication, you are recommended to ensure that one of them is the **local home section**. The content item will then take its published appearance from this section.

If you do not pick a local home section, then it is uncertain which section will be used to determine the appearance of the cross-published content item.

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You can always see section blocks and bars for all the publications and sections in which a content item appears, but you can only modify them if you have sufficient access rights.

5.3.2 Tags

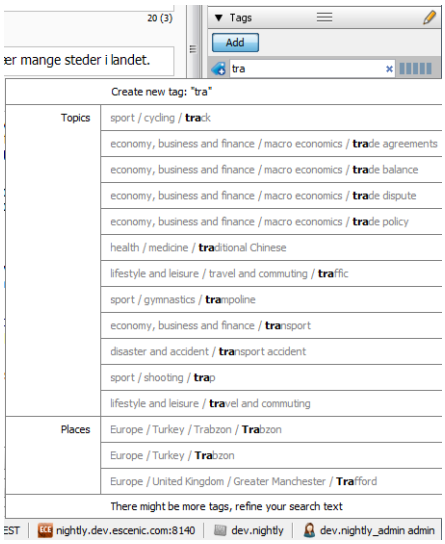
This section lists all the **tags** attached to the content item, and lets you add and remove tags. Tags are keywords that you can attach to content items. They provide a simple and flexible way of categorizing and grouping content items for search and retrieval purposes. You might, for example tag a travel article about Thailand with the tags **`Travel`** and **`Thailand`**.

Tags can be organized in hierarchies, in order to be able to represent logical associations between the concepts they represent. If the tag **`Thailand`**, for example, is organized under another tag called **`Asia`**, then a search for content using the tags **`Travel`** and **`Asia`** would return your **`Thailand`** article (possibly along with other travel articles about other Asian countries). Tags do not have to be organized in this way however: you can just have a collection of unrelated tags.

Collections of tags are called **tag schemes**, and the tag schemes you have access to when tagging content items can vary with the type of the content item. Some types of content item may have no associated tag schemes, in which case no **Tags** section will appear in the attributes panel.

Adding tags to content items

To add a tag, click on **Add** and start typing the tag name in the tag field. As you type, tags that match the characters you are typing are displayed in a menu below the field:


20 (3)
er mange steder i landet.
Tags
Add
tra
Create new tag: "tra"
Topics
sport / cycling / track
economy, business and finance / macro economics / trade agreements
economy, business and finance / macro economics / trade balance
economy, business and finance / macro economics / trade dispute
economy, business and finance / macro economics / trade policy
health / medicine / traditional Chinese
lifestyle and leisure / travel and commuting / traffic
sport / gymnastics / trampoline
economy, business and finance / transport
disaster and accident / transport accident
sport / shooting / trap
lifestyle and leisure / travel and commuting
Places
Europe / Turkey / Trabzon / Trabzon
Europe / Turkey / Trabzon
Europe / United Kingdom / Greater Manchester / Trafford
There might be more tags, refine your search text
EST
nightly.dev.escenic.com:8140
dev.nightly
dev.nightly_admin admin

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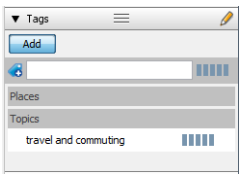
If the tags are organized in hierarchies, you will see that each tag in the list is preceded by all its parent tags. As soon as you see the tag you want, click on it to select it. The tag is then added to the content item:



The five bars to right of the tag represent the **relevance** of the tag to the content item. All tags you add are initially assigned a relevance of five, but you can change the relevance by clicking on these bars. Relevance can be used to control the display of tags in your publications and to fine tune tag-based searching, in which case it is important to follow a consistent policy for setting tag relevance. Use of tag relevance is, however, optional.

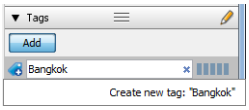
You can add as many tags as you wish to a content item.

If you add several tags from the same tag scheme to a content item, you can change the order in which they appear by dragging and dropping. If tags are displayed in your publication, they will **usually** appear in the same order you select here, although this is not necessarily the case for all publications.

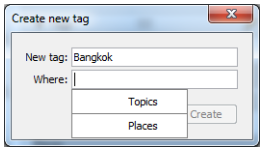
Tag relevance affects the order of tags: high-relevance tags are listed before low-relevance tags. Therefore, changing the relevance of a tag may cause it to move to a new position in the list. Conversely, moving a tag in the list may change its relevance.

Creating new tags

If you have been granted sufficient privileges, then you can create new tags. If the characters you type in the tag field do not match any existing tag and you have tag creation rights, then a **Create new tag** option is displayed in the menu below the field



Click on this option or press **`Enter`**, and the **Create new tag** dialog is displayed:



The menu under the **Where** field lists the names of all the tag schemes you can use with this content item. If your tags are not organized in a hierarchy or you want to create a new "top-level" tag with no parents then you can just

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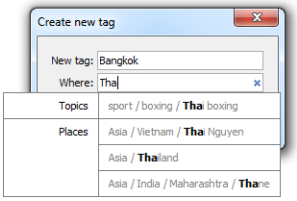
select one of these collection names and click **Create**. The tag will then be created and added to the collection you selected.

However, if your tags are organized in a hierarchy, then you probably have some idea of where in the hierarchy you want to add a new tag. You would probably want to add the tag **`Bangkok`**, for example, under **`Thailand`**, in which case you should start typing **`Thailand`** in the **Where** field of the dialog. If a **`Thailand`** tag exists, then it will appear in a menu under the **Where** field, and you can select it:



When you have selected the parent tag you want, click on **Create** to create the new tag and add it to your content item.

Removing tags from content items

To remove a tag from a content item, hold your mouse over the tag and click on the button that appears next to it.

Managing tags

You can create and delete tags using the **Tools** > **Manage tags** option. For details, see **section 2.2.2**.

5.3.3 Content Info

This section contains general information about the content item. Some of the displayed information is read-only, but the following items (marked with a) are editable:

Published
A content item's **`published`** property is set automatically the first time it is published. You can, however, use this field to modify the date and/or time if you want to.

Activate date
You can use this field to set an **activation date/time**. If you do this, then the content item will be **de-activated** until the specified date and time arrives. A de-activated content item is neither visible in the publication nor accessible to readers via searching, even if it has been published. Once the activate date arrives, the content item becomes visible/searchable in the normal way (assuming it is published).

Expires
You can use this field to set an **expiry date/time**. If you do this, then the content item will be **de-activated** when the specified date and time

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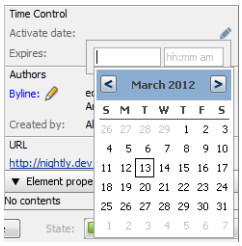
arrives. A de-activated content item is neither visible in the publication nor accessible to readers via searching, even if it has been published.

To edit one of these fields, click on its button. Suitable edit controls are then displayed for modifying the field. For example:



When you have finished editing, just click somewhere outside the edit controls in the Content Studio window to close them and see the results of your change.

5.3.4 Element Properties

This section is used to display related content item summaries. It is usually empty and closed. If, however, you select one of the content items in the **Related content** section at the bottom of the field panel (see **section 5.2.1**), then this section automatically opens to display the related content item's summary fields. When you deselect the related content item, it closes again.

5.4 Save/Preview/State Controls

At the bottom of the editor window are the following controls:

Preview
Displays the content item in your browser, showing any changes you have made, even if you have not saved them yet.

Save
Saves any changes you have made. If you haven't made any changes then the button is disabled.

Save & close
Saves any changes you have made and closes the content editor editor.

State
Lets you change the state of the content item. The following states can be selected:

- **Draft**
- **Approved**
- **Submitted**
- **Deleted**
- **Published**

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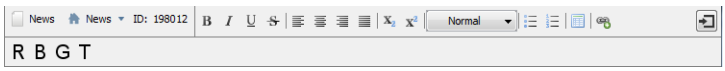
A content item page that is in any of the first four states is not visible in the web publication (even if it has been added to an active section page) and cannot be found by searching; a content item in the **Published** state is visible if added to an active section page and can at least be found by searching. The first three states can be used to represent various stages in your organization's work flow, but have no effect on how a content item is handled by the Content Engine or Content Studio.

A content item is automatically switched to the **Deleted** state if you delete it in the normal way. The difference between deleting it in the normal way and changing the state using this control is that the delete function takes immediate effect, whereas changing the state here only takes effect when you save your changes. You can "undelete" a content item by changing its state from **Deleted** to one of the other states.

5.5 Editing Rich Text

Some of the fields in a content item may contain rich text (that is, formatted text). A typical textual content item has one such field (often called `body`) that holds the main content. When you put the cursor in a field that contains rich text, the formatting bar displayed at the top of the content editor (see **section 5.1**) is enabled:



You can then use the buttons in this bar to format the text you enter. The tools available in the formatting bar may vary from publication to publication.

Internally, the formatted text is stored as XHTML.

Editing the Source XHTML

You can, if you wish, view the source XHTML and/or edit it. To do so:

1. Right-click somewhere in the formatted field.
2. Select **Edit Source** from the displayed menu. The source XHTML is then displayed. An **OK** and a **Cancel** button is also displayed at the bottom of the field.
3. Examine/edit the displayed XHTML.
4. To save your changes, click on **OK**, or click on **Cancel** to cancel any changes you may have made.

This function allows you to Insert or modify XHTML code in ways that the formatting bar does not allow.

If you enter Invalid code while you are using this function, the invalid code is highlighted. You are not allowed to save your changes if the field contains any invalid code: when you click **OK**, a message asking you to correct the invalid code is displayed.

Pasting XHTML Code

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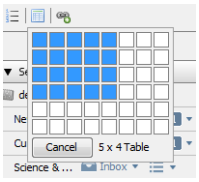
Sometimes you may need to paste in some XHTML code you have copied from some source or other. This is often the means used to embed video clips from other sites (YouTube, for example). You can do this using the **Paste HTML** function. You can access this function from the Content Studio **Edit** menu or by right-clicking in an XHTML field. To use it:

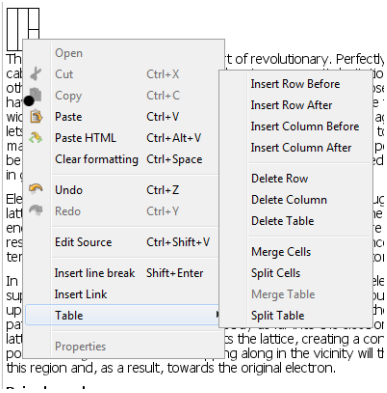
1. Copy the code you need to paste.
2. Switch to Content Studio.
3. Put the cursor in the required location inside an XHTML field.
4. Select the **Paste HTML** function.

5.5.1 Editing Tables

The formatting bar displayed at the top of the content editor usually includes a button for inserting tables. If you click on this button then a menu is displayed from which you can select the number of rows and columns you want to insert:



Once you have inserted a table you can easily make changes to it by selecting rows and columns, then right-clicking and selecting **Table** from the displayed context menu. This displays a complete set of table editing functions:



You can also paste tables into the rich text field from other sources: Word, Excel and HTML documents, for example. Once you have pasted in such a table you can edit in the same way as if you had created it with the button.

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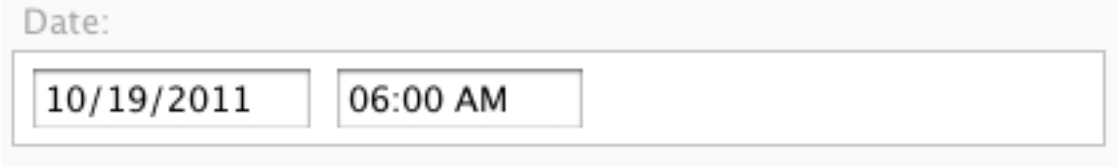
5.6 Editing Date Fields

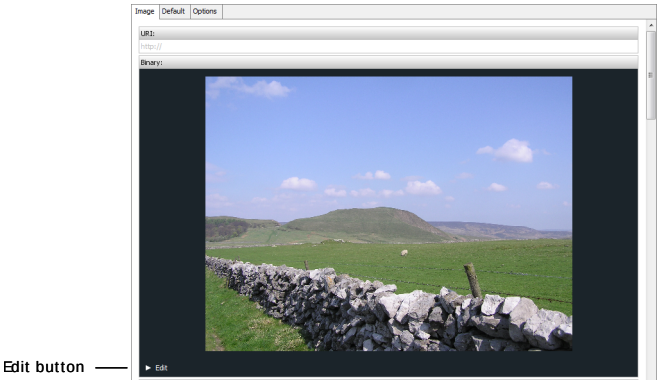
A date field is displayed as two specialized entry fields: one that accepts a date, and that accepts the time of day.



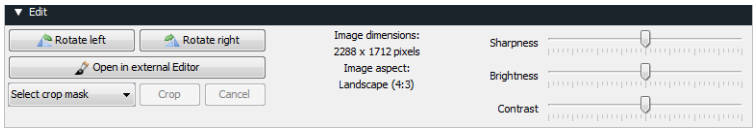
If you do not enter a time of day, then a default value of 12:00 AM is used. 12:00 AM means midnight **at the start of the specified day** (that is, midnight the night before).

5.7 Editing Images

At the bottom of the image field in an image content item is an **Edit** button:



Clicking on this button displays a set of image editing tools:



There are three groups of editing controls which you can use for rotation, cropping and enhancement. Any changes you make using these functions are not finally applied to the image in the Escenic database until you save the content item by clicking on the **Save** button at the bottom of the content editor tab.

If the **Image dimensions** in the **Image edit controls** tab are displayed in red and followed by the warning **(too large)**, you will not be able to edit the displayed image, as it is too large to be loaded into memory. Should this happen, report the problem to your system administrator. The problem can be fixed by modifying a setting in the `StudioConfig.properties` file on the Content Engine host. For details

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see **Escenic Content Engine Server Administration Guide**, **section 14.3**.

An image content item may also contain a "image versions" field containing alternative, cropped versions of the same image. This field is often called something like "Versions", "Image versions" or "Alternatives". If an image content item contains this kind of field then you can modify the image versions it contains.

For further information about image version fields, see **section 5.7.4**.

5.7.1 Rotation

There are two rotation controls:

Rotate left
Rotates the image 90° counter-clockwise.

Rotate right
Rotates the image 90° clockwise.

It is not possible to rotate the image in anything other than 90° increments.

5.7.2 Cropping

To crop the image:

1. Select a crop mask from the **Select crop mask** list.
2. If you want to resize or reshape the crop mask that is superimposed on the image, you can do so by dragging the yellow handles displayed at the corners of the mask. If you want to move it, you can do so by placing the mouse pointer inside the mask and dragging.
3. When you are satisfied with the crop location, click on **Crop** to crop the image. Alternatively, click on **Cancel** to cancel the operation.

Most of the crop masks in the **Select crop mask** list have a fixed aspect ratio: that is, you can change the size of the crop mask by dragging on its corner handles, but you cannot change its shape. The **Free crop** mask, however, can be reshaped as well as resized. The sides of this mask are draggable as well as the corners.

Cropping an image in this way modifies the original image. Any changes you make are permanent and will affect all other content items that include the same image. If you don't want to change the original image and just want to crop the image for use in a particular context, you should probably use use an alternative image version instead (see **section 5.7.4**). When you use an alternative image version you just define a view of the image that has no effect on the original.

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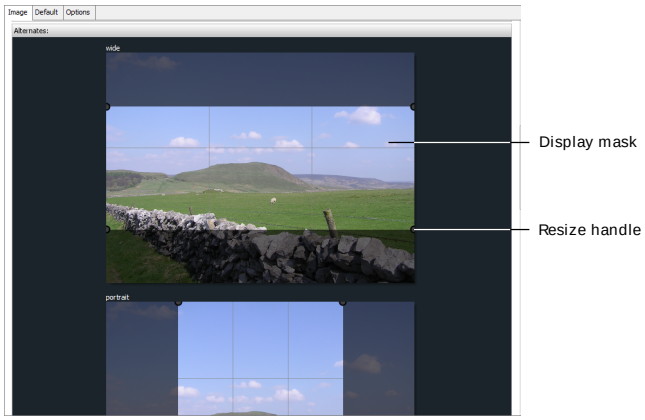
5.7.3 Image Enhancement

There are three image enhancement sliders: **Sharpness**, **Brightness** and **Contrast**. Dragging a slider to the right increases the sharpness, brightness or contrast of the image; dragging to the left decreases it.

5.7.4 Alternative Image Versions

Most publications are set up to support multiple versions of images in different shapes and sizes for use in different contexts. You might want, for example, a large version for displaying in articles, a small version for displaying in headline teasers and a thumbnail version for displaying in other teasers; or landscape and portrait versions for displaying in wide column and narrow column layouts. Each version has a predefined width, height or width and height, specified in pixels. A "landscape" version might be defined as 500 pixels wide and 400 pixels high, for example, a "portrait" version defined as 400 pixels wide and 500 pixels high, and a "narrow" version defined as 300 pixels wide but with no fixed height.

These alternative versions are displayed in a separate field from the original image, usually with an appropriate name such as "Versions", "Image versions" or "Alternatives". For example:



This field contains one copy of the image for each version that has been defined. Superimposed over each image is a display mask that determines which part of the image will actually be displayed.

If an alternative version defines both width and height, then its display mask has a fixed aspect ratio, which means that you can resize it and move it, but not change its shape. If it only defines one dimension (height or width), then you can also change the shape of the display mask.

The display mask is initially set to include as much of the base image as possible, and is centered.

If you click inside one of the display masks then it is highlighted, and yellow handles appear at each corner. You can then:

- Resize/reshape the display mask by dragging on the handles
- Move the display mask by placing the mouse pointer inside it and dragging

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In this way you can select which part of an image is to appear in each of the versions.

If you are working with an image where the main item of interest is not centered, it's a good idea to check the placement of an alternative version's display mask before using it, since it is just centered by default. If nobody else has used that version before you then the display mask will not be correctly positioned.

When you change the size of a fixed-aspect ratio display mask, you do not affect the size of the image version in the publication, you simply select what is to appear in it. Whatever you select is scaled up or down to fill the image version's predefined area. Similarly, whatever selection you make for a fixed width/height version is scaled up or down to fit the predefined width or height.

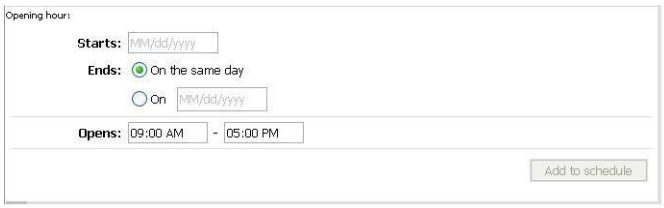
5.8 Editing Schedule Fields

A schedule field is a specialized date/time field that lets you define the times of events such as meetings or concerts. It can also be used to define series of events such as film schedules, shop opening hours and so on. It can be used to define quite complex schedules such as the following museum opening hours:

From March 1st, 2011 to August 31st, 2011
Monday, Thursday, Saturday, Sunday: from 9 a.m. to 6 p.m.
Wednesday, Friday: from 9 a.m. to 10 p.m.
Every 1st Friday of the month: from 9 a.m to 2 p.m.
Closed on Tuesday
Closed on May 4th and May 17th

The schedule field editor makes the definition of such schedules as easy as possible, hiding the more complex options unless you actually need them.

Initially, the schedule editor panel looks like this:



5.8.1 Creating a Single Event

To create a single event:

1. Enter the date of the event in the **Starts** field.
2. Make sure the **Ends** radio button is set to **On the same day**.
3. Enter the start and end times in the **Opens** fields.

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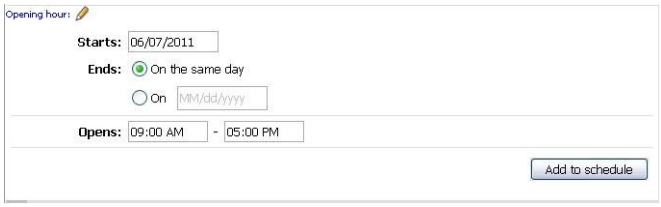
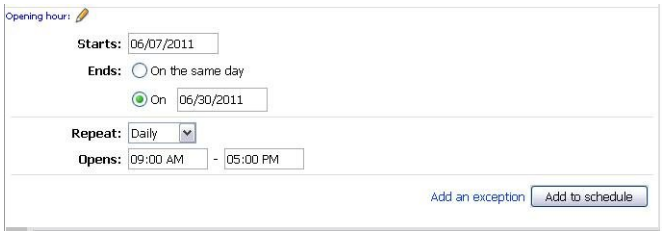
4. Click on **Add to schedule**.



5.8.2 Creating a Daily Event

To create an event that occurs every day for a given period:

1. Enter the start date of the period in the **Starts** field.
2. Enter the end date of the period in the **Ends** field (this automatically selects the **On** radio button)
3. Make sure **Repeat** is set to **Daily**.
4. Enter the start and end times in the **Opens** fields.
5. If you want to add one or more exceptions to this schedule, click on the **Add an exception** link. For a description of how define exceptions, see **section 5.8.5**.
6. Click on **Add to schedule**.



5.8.3 Creating a Monthly Event

To create an event that occurs on a particular day each month for a given period:

1. Enter the start date of the period in the **Starts** field.
2. Enter the end date of the period in the **Ends** field (this automatically selects the **On** radio button)
3. Make sure **Repeat** is set to **Monthly**.
4. Select either a **day of the month** or a week number and a day of the week.
5. Enter the start and end times in the **Opens** fields.
6. If you want to add one or more exceptions to this schedule, click on the **Add an exception** link. For a description of how define exceptions, see **section 5.8.5**.

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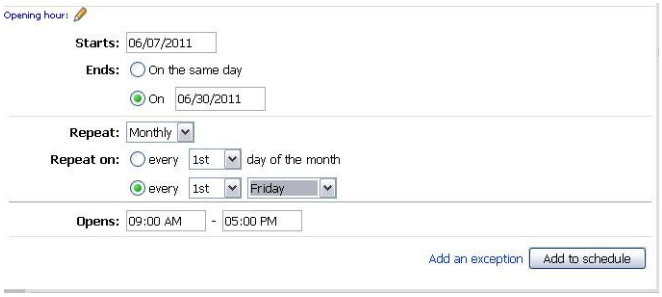
7. Click on **Add to schedule**.



5.8.4 Creating a Weekly Event

To create an event that occurs on certain days every week (or every, 2nd, 3rd, ... etc. week) for a given period:

1. Enter the start date of the period in the **Starts** field.
2. Enter the end date of the period in the **Ends** field (this automatically selects the **On** radio button)
3. Make sure **Repeat** is set to **Weekly** week.
4. Set **Repeat every** to the required number. You will probably most often want to set this to 1 (=every week). If, however, you were defining an event that only occurs every fourth week, then you would set it to 4.
5. In the **Repeat on** table, check the days on which you want the event to occur.
6. Enter the start and end times in the **Opens** fields.
7. If the opening times are different on different days of the week, you can deal with this by clicking on **Add another weekly pattern** and repeating steps 4, 5 and 6.
8. If you want to add one or more exceptions to this schedule, click on the **Add an exception** link. For a description of how define exceptions, see **section 5.8.5**.
9. Click on **Add to schedule**.

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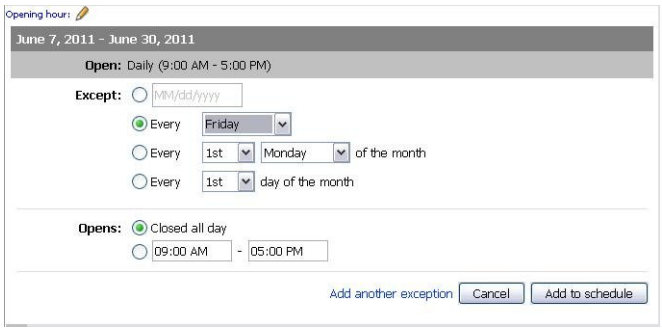
5.8.5 Adding Exceptions

To add exceptions to recurring event definitions, click on the **Add an exception** link next to the **Cancel** button. The following form is then displayed:



Select the required type of exception from the **Except** section and fill in the appropriate fields, then either select **Closed all day** or enter the different opening hours that are to apply.

If you need to add more exceptions, then click on the **Add another exceptions** lin

When you have added all the exceptions you need, click on **Add to schedule**.

5.8.6 Adding More Dates

When you have finished creating a series of event dates and click **Add to Schedule**, the data is saved and a schedule summary panel like this is displayed:

Opening hour:
June 7, 2011 - June 30, 2011
Open: Daily (9:00 AM - 5:00 PM)
Except: Every Thursday (10:00 AM - 2:00 PM)
Every Friday (closed)
Add another date

You can, however, extend the schedule by clicking on **Add Another Date**. This allows you to add a whole new set of dates. In this way you can, for example, create a schedule containing both summer and winter opening hours.

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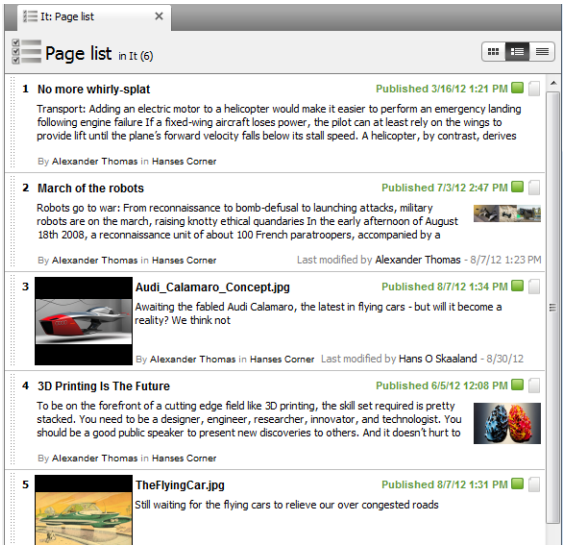
6 Using A List Editor

A list editor is a tabbed window displayed in Content Studio's work area that you can use to edit a list.

A list is an ordered list of content items that are related in some way (a list of articles related to an ongoing news issue, for example). They can be used to create a collection of summaries that can appear in several locations but be maintained in one place. You can, for example set up a section page in which item 1 from a particular list appears in one location, item 1 and 2 in a second location and items 1 to 5 in a third location. You can then subsequently update all these locations in a single operation by replacing list item 1 with a new story.

To open a list editor:

1. Open the **Sections** panel.
2. Select a section.
3. Click on the **Lists** tab.
4. Either:
   - Select a list and then select **File** > **Open Selected** to open it, or
   - Right-click in the **Lists** tab card and select **Create New List...** from the displayed menu; then enter a name for your new list in the displayed dialog.


It: Page list
Page list in It (6)
1 No more whirly-splat
Published 3/16/12 1:21 PM
Transport: Adding an electric motor to a helicopter would make it easier to perform an emergency landing following engine failure If a fixed-wing aircraft loses power, the pilot can at least rely on the wings to provide lift until the plane's forward velocity falls below its stall speed. A helicopter, by contrast, derives
By Alexander Thomas in Hanses Corner
2 March of the robots
Published 7/3/12 2:47 PM
Robots go to war: From reconnaissance to bomb-defusal to launching attacks, military robots are on the march, raising knotty ethical quandaries In the early afternoon of August 18th 2008, a reconnaissance unit of about 100 French paratroopers, accompanied by a
By Alexander Thomas in Hanses Corner
Last modified by Alexander Thomas - 8/7/12 1:23 PM
3 Audi_Calamaro_Concept.jpg
Published 8/7/12 1:34 PM
Awaiting the fabled Audi Calamaro, the latest in flying cars - but will it become a reality? We think not
By Alexander Thomas in Hanses Corner
Last modified by Hans O Skaaland - 8/30/12
4 3D Printing Is The Future
Published 6/5/12 12:08 PM
To be on the forefront of a cutting edge field like 3D printing, the skill set required is pretty stacked. You need to be a designer, engineer, researcher, innovator, and technologist. You should be a good public speaker to present new discoveries to others. And it doesn't hurt to
By Alexander Thomas in Hanses Corner
5 TheFlyingCar.jpg
Published 8/7/12 1:31 PM
Still waiting for the flying cars to relieve our over congested roads

A list editor is very simple: all you can do with it is:

- Add content items to the list and remove them.
- Reorder the list.

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To add a content item to the list:

1. Select the content item you want to add (in the search results list, one of the section's inboxes/ other lists or your clipboard).
2. Hold down the left mouse button and drag the content item to the required position in the list.
3. Drop the content item by releasing the mouse button.

To remove a content item from the list:

1. Select the content item you want to remove.
2. Select **Edit** > **Remove** or press `Delete`.

To reorder the list:

Select one or more content items in the list, drag them to a new position and drop them.

You can change the layout of the list by clicking on the layout buttons ( ) above the list. This only affects how you see the list in the editor. It has no real effect on the list or its contents.

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7 Keyboard Shortcuts

Content Studio supports a number of keyboard shortcuts for experienced users. These shortcuts are listed below. In some cases, the meaning of a shortcut is changes slightly with the current context (the **Delete** key, for example). Similarly, some shortcuts only work in certain contexts: the **Ctrl+B** shortcut, for example, only works when editing text in an HTML field.

You can display a list of shortcuts at any time by selecting **View** > **View keyboard shortcuts...**.

Note that on Macs, some of the shortcuts may clash with OS X shortcuts. If this is the case, then the operating system wins, and the shortcut executes the OS X function, not the function listed below. For example, if you have enabled the OS X **Spaces** feature and use the default shortcuts, then the shortcuts **Command+1** to **Command+***n* will not affect Content Studio at all, but will switch screens as defined in your Spaces configuration.

Function	Windows	Mac
Open selected item(s)	**Enter**	**Command+O** (letter O)
Create new content item of default type. If publication has no default type then nothing happens.	**Ctrl+N**	**Command+N**
Close active editor	**Ctrl+F4**	**Command+W**
Delete	**Ctrl+D**	**Command+D**
Delete text in active editor field Remove item(s) from list/inbox/ clipboard	**Delete**	**Delete**
Save	**Ctrl+S**	**Command+S**
Reload search results	**F5**	**Command+R**
Reset search parameters to their default setting	**Ctrl+Home**	**Command+Home**
Undo	**Ctrl+Z**	**Command+Z**
Redo	**Ctrl+Y**	**Shift+Command+Z**
Cut	**Ctrl+X**	**Command+X**
Copy	**Ctrl+C**	**Command+C**
Paste	**Ctrl+V**	**Command+V**
Paste HTML	**Ctrl+Alt+V**	**Command+Option +V**
Clear formatting	**Ctrl+SPACE**	**Command+SPACE**
Rename	**F2**	**Enter** or **Return**
Resize section editor	**Ctrl+F8**	**Command+8**
Select all text in active editor field Select all items in list/inbox/clipboard	**Ctrl+A**	**Command+A**
Show/hide all panels	**Ctrl+F11**	**Command+9**

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Function	Windows	Mac
Log out and exit	**Ctrl+Shift+Q**	**Shift+Command+Q**
Exit	**Alt-F4**	**Command+Q**
Show/hide relations	**Ctrl+F7**	**Command+6**
Show help	**F1**	**F1**
Show "about" information	**F8**	
Show search panel	**Ctrl+F1**	**Command+1**
Upload local files	**Ctrl+O** (letter O)	**Shift+Command+O** (letter O)
Bold	**Ctrl+B**	**Command+B**
Italic	**Ctrl+I**	**Command+I**
Underline	**Ctrl+U**	**Command+U**
Preview	**Ctrl+P**	**Command+P**
Show/hide boxes	**Ctrl+F6**	**Command+5**
Open research panels configuration dialog	**Ctrl+F12**	**Command+0** (digit 0)
Edit Source	**Ctrl+Shift+V**	**Shift+Command+V**
Publish current content item and save (if possible)	**Ctrl+Shift+P**	**Shift+Command+P**

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